

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ELECTIONS SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions located at the State Elections Board which are responsible for performing a variety of duties related to the administration of the State's election laws and adherence to the State's campaign finance laws. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located at the State Elections Board which are responsible for performing a variety of duties related to the administration of the State's election and campaign finance laws, including statutes and administrative codes.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor, confidential or management as defined in s.111.81(19), (7), or (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not perform Elections Specialist work for a majority of the time.
3. Positions which are not located at the State Elections Board.
4. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

## **II. DEFINITION**

### **ELECTIONS SPECIALIST**

This classification is used as an entry level progressing to objective level for positions that perform a variety of duties related to either the administration of the State's election laws or the administration of the State's campaign finance laws. Work is performed under close progressing to general supervision.

Positions in this classification fit one of the two following allocations:

- 1) Position provides advice and consultation to county, municipal, and school district administrators and clerks, legislators, and attorneys regarding election laws; design and develop election administration manuals; develop ballot instructional manuals and ballot formats; direct the certification of electronic voting systems and equipment; enter, proof, and certify reported federal and state election results; certify nomination papers, re-count petitions, recall petitions, and petitions for ballot status; conduct informational and training workshops for county and municipal clerks and elections inspectors; maintain computerized election-related data; and carry out special projects and assignments, as directed.
- 2) Position provides advice, consultation and/or information to county and municipal administrators and clerks, legislators, judges, attorneys, political parties, political action committees, candidates and their treasurers, corporate officials, media and the general public regarding campaign finance laws; design and develop campaign finance manuals; audit and analyze campaign finance documents; administer the Wisconsin Election Campaign Fund; conduct informational and training workshops for county and municipal clerks, candidates and other members of political committees; assist in the election process by determining ballot eligibility and certifying results; and carry out special projects and assignments, as directed.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective August 13, 2000 and announced in Bulletin CLR/SC-116 in order to describe positions located at the Elections Board which perform a variety of duties related to the administration of the State's election laws. The series replaces the single-level Elections Specialist classification which was created effective June 22, 1997 as a result of the Professional Program Support Personnel Management Survey (see Bulletin CC/SC-67).

This classification was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study. This classification was

modified effective March 5, 2006 and announced in Bulletin OSER-0089-MRS/SC to reflect the inclusion of a second allocation.

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