



## JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

**CLASS TITLE:** Election Personnel Analyst  
**JOB NUMBER:** 8054  
**FLSA STATUS:** Exempt  
**GRADE:** 311

### **POSITION SUMMARY**

Under general supervision; performs work of moderate difficulty in providing recruitment, maintenance, scheduling and training support services to Election Commission employees, temporary staff, and party representatives; provides clerical and administrative support to the department; performs related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

Employees in the class are responsible for completing a variety of recruitment, retention, scheduling and training, in order to support the Election Commission functions. Work involves the ability to manage human resources related assignments, in addition to being assigned special projects. An incumbent in this position is required to communicate in a professional and timely manner with all levels of staff and the general public. Work is performed under the immediate direction of the Executive Officers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Administers assigned function(s) of Human Resources in consultation with the Executive Officers, wage and salary administration, job evaluation, performance evaluation, recruitment and selection, training, employee
- Provides guidance and shares knowledge with other Human Resources Staff regarding policy and procedure questions
- Supports and participates in departmental projects including developing project timelines, monitoring progress; trains staff new staff on policies and procedures
- Develops and recommends new and revised personnel practices in assigned areas
- Serves as a resource for assigned departments
- Meets and discusses Human Resources issues or problems with Division Managers and employees
- Plans and monitors special projects in areas of responsibility
- Recommends and develops internal and external training opportunities
- Completes recruitments as assigned
- Analyzes and makes recommendations regarding department requests for reorganizations and job evaluations
- Continually works to improve internal processes
- Provides personnel information for the budget preparation
- Performs various research and prepares statistical reports in assigned areas
- Assists in Election production
- Maintains regular attendance and punctuality

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in

- emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### Knowledge of:

- Applicable state and Federal employment laws and regulations
- Principles methods, techniques and practices of human resources management including areas such as compensation, selection, labor relations, training
- Human behavior, individual differences, motivation and attitudes and their measurement and expression
- Current office practices, procedures and equipment
- Department operations, policies and procedures
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

### Skill in:

- Supervision and coordinating the work of other employees
- Investigating complaints and writing reports
- Making sound recommendations based on factual information
- Dealing with technical problems in the personnel management field.
- Conveying excellent oral and written communication including formal presentations
- Investigating issues and bringing them to effective resolution including documentation
- Identifying alternatives, negotiating outcomes and resolving conflict effectively
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc
- Applying an acquired knowledge of procedures, rules, regulations and services applicable to the assigned office

### Ability to:

- Develop innovative methods to achieve desired results
- Carry out instructions furnished in writing, oral or diagram form, and to produce desired outcomes timely and completely
- Remember details of multiple and ambiguous assignments simultaneously
- Calculate figures and amounts such as discounts, interest, proportions, percentages, add, subtract, multiply and divide in all units of measure using whole numbers, fractions, and decimals
- Write reports, business correspondence and procedure manuals
- Read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Manage projects and multiple priorities simultaneously
- Establish and maintain effective working relationships with department and division staff, other departments and others, such as vendors
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Convey excellent oral and written communication

- Work effectively under stress
- Maintain confidentiality

**SUPERVISORY RESPONSIBILITIES**

May supervise temporary and seasonal staff

**EDUCATION and/or EXPERIENCE**

Completion of a Bachelor's Degree in Public or Business Administration, Industrial or Labor Relations, Human Resources Management and three (3) years of professional Human Resources work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Open Meetings Act (OMA) training is required within 90 days of employment  
 Freedom of Information Act (F.O.I.A.) Officer training is required within 90 days of employment

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Administrative Assistant I (Human Resources Coordinator) position and I certify that I can perform these functions.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Employee Name (Printed)

\_\_\_\_\_  
 Date

\*Management has the right to add or change these duties of the position at any time.