



Modernization Officer

Position Profile – Two-year term

Background

Elections Saskatchewan (ESK) is the province's nonpartisan, independent election management body. Given a mandate from the Saskatchewan Legislative Assembly, it directs and supervises the administrative and financial conduct of provincial electoral events.

ESK has a core value of innovating election processes to best provide service and exceed stakeholder expectations. ESK has received legislative approval to proceed with modernizing election processes for the 2020 provincial election. The modernization processes will include the implementation of electronic poll books and ballot tabulation machines at advance polls in select constituencies. In addition, ESK is working to update its electronic management systems both before and after the next general election.

The position is part of the ESK Electoral Operations Team. ESK Operations manages the day-to-day processes of planning, preparing for and successfully meeting the management and logistical challenges of running a provincial general election.

ESK has defined a phased-in modernization approach. We need a team lead who can analyze potential options as well as draft, evaluate, and test new processes. The team lead will also implement all aspects of the project in 2020. This is an exciting position as the selected candidate will lead the use of electronic poll books and tabulators in the next general election and potentially beyond.

Elections Saskatchewan's espouses the values of professionalism, impartiality, innovation, service and accountability in all our work.

Position Summary

Under the direction of the Director of Electoral Operations, the Modernization Officer works with others in the organization to support the development and implementation of a modernization voting model designed by ESK Operations.

During the first few months of employment, the Modernization Officer will work with the project team to understand the project plan, scope, and begin working on key deliverables. The Modernization Officer will become responsible to analyze service delivery issues related to equipment, election workers, or stakeholder service. Tasks will include drafting processes (both in written form and/or work flow diagrams). The Modernization Officer will also be responsible to obtain an in depth understanding of all aspects of the modernization project. The successful candidate will be responsible for the planning and development of test cases and election simulations. These tests will be critical for evaluating the effectiveness of newly designed processes.

During the implementation phase of the project, expected to start in late 2019, the Modernization Officer will take the lead to oversee all modernization readiness preparations. This will include working with a professional project manager to define the implementation plan through the 2020 provincial election. Logistical work will include all aspects of equipment receipt, deployment, and subsequent

return to vendors. Deliverables will also include the opening, set-up and closure of technology depots and related support processes. The Modernization Officer will need to prepare and implement simulations that include a functional technology depot, a warehouse, a returning office, and polling stations complete with staff and equipment. Written debrief reports will need to be drafted regarding simulation outcomes with recommendations for changes (if applicable).

The Modernization Officer will also be responsible to assess changes and lead the implementation of small-scale changes included within a new election management system (EMS). During this election cycle, the changes to the EMS are limited to role-based security and a calendar application.

In addition to the above primary responsibilities denoted above, the Modernization Officer will be responsible to either lead or support ESK Operations Team event readiness or implementation projects as assigned.

The nature of work requires the candidate to have attention to detail and ensure delivery of desired outcomes within strict deadlines. The dates for an election are set by legislation and can not be moved.

This is a two-year term position that will end five months after the 2020 provincial election. ESK will begin planning for the 2024 provincial election before the end of the term. Part of that analysis will include a decision on whether to extend the term of this appointment. Candidates should be aware that ESK currently plans to significantly expand the use of modernization for the 2024 provincial election. In addition, ESK has proposed to do a full replacement of its existing EMS prior to the 2024 provincial election. Both are major projects that will require significant resources to implement.

Key Responsibilities

Due to the cyclical nature of election processes, adaptability, attention to detail, and meeting defined deadlines in performing the work is required.

Working with Others

As a member of the Operations team, work with internal and external stakeholders to modernize the election systems, processes and procedures. Coordinate modernization activities across the organization.

Assist in the development of project plans for modernization implementation including the identification of scope, activities, sequences, milestones, and end date. Work with the project manager to build a complete implementation schedule. Track progress, report progress, and adjust plans as necessary to ensure project success.

Effectively communicate both in written and verbal form with stakeholders and ESK staff.

Analysis and Design

Analyze current business processes. Prepare documentation on new processes (written and work flow diagrams) needed for future modernization state. Document and evaluate processes against business requirements and stakeholder needs.

Complete detailed testing and full election simulation plans as well as draft debrief reports of all completed work. Identify issues and make recommendations for improvement or further testing.

Collect and analyze data. Research options from other organizations analyzing their potential/risks for use at ESK.

Election Systems and Processes

Obtain subject leader expertise on all modernization systems and processes.

Lead the implementation of modernization at advance polls for the 2020 provincial election.

Support the implementation of new EMS functionality.

Support the development of modernization manuals and training material.

Election Readiness

Actively participate in next election providing leadership or support for other operational projects as assigned.

Problem-solve issues and troubleshoot issues that arise.

Required Education, Knowledge, Qualifications and Experience

Completion of an undergraduate degree or professional designation in a related field. An equivalent combination of education and related electoral experience will be considered.

The ideal candidate would benefit from an understanding of business analysis, project management, or related experience in developing and documenting processes for use within a new system. However, technical IT skills or formal project management experience are not a requirement. The modernization project is supported by a professional project manager. Information technology staff will be responsible to complete all computer related implementation activities.

Demonstrated adaptability and flexibility in a goal and deadline-driven work environment.

Demonstrated analytical and evaluation skills.

Effective verbal and written communication skills, including the ability to listen and interpret information accurately.

Strong interpersonal skills and ability to establish, build and maintain effective and respectful working relationships.

Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables as an individual and as a team member.

Ability to learn new, detailed, and/or prescriptive requirements quickly.

Knowledge of election processes or experience working with electronic poll books or ballot tabulation machines in a municipal or provincial setting would be considered an asset.

A Criminal Record Check required for this position.

Please submit applications to hr@elections.sk.ca. Only those applicants selected for an interview will be contacted.

Elections Saskatchewan is an independent office of the Legislative Assembly of Saskatchewan.