

D.C. BOARD OF ELECTIONS ROLES AND RESPONSIBILITIES (FTEs)

Executive Director (1)

BRIEF DESCRIPTION OF DUTIES: Serves as the Board of Elections' primary management official in directing program operations and support activities. Provides leadership and direction to subordinate organizations in the areas of voter registration and services, and administration and support. Develops and directs the organizational machinery and procedures necessary to ensure the effective and efficient administration and execution of the election statutes of the District of Columbia. Reviews all agency programs, plans and operations for adequacy and conformance with the policies of the Board. Assists the Board and the General Counsel in the development of legislative proposals affecting agency operations in the delivery of election services.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Clifford Tatum	Executive Director	ES-10/0 \$155,366	DC

Executive Assistant (1)

BRIEF DESCRIPTION OF DUTIES: Provides administrative support for the Executive Director with responsibility for establishing and maintaining appropriate correspondence control and filing systems for agency documentation and associated materials, and for maintaining a calendar for which authority is granted to schedule appointments and meetings. Screens all incoming documentation for action required by the Executive Director. Prepares routine correspondence for approval and signature. Assists in preparing materials for distribution to the Board Members or for other formal presentations. Responsible for time and attendance records and assists with special election support activities.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Linda Johnson	Executive Assistant	CS-12/8 \$78,654	DC

Supervisory Information Technology Specialist (CTO) (1)

BRIEF DESCRIPTION OF DUTIES: Oversee the development and operation of technical projects within the offices of the BOE; implement new applications for automating and cleansing of the voter roll; responsible for the agency website applications and the automation of manual applications; provides graphic and data products within geographic boundaries of all election districts; perform data matching processing from DMV and verification of applications through electronic matching; assist in determining current and future IT needs of the agency; assist with election activity, ballot layout, configuring and testing of the voting systems prior to and on Election Day and ballot tabulation; and produce reports as directed by the Executive Director.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
*Antoine Fagan	Supt IT Spec	MSS-16/0 \$134,930	MD

*The position was filled on December 15, 2013.

Information Technology Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Assists in the operation of automated systems and subsystems required for the maintenance of an accurate voter registry, including that associated with the National Voter Registration Act of 1993 (NVRA) and participates in the programming and routine or special reporting for these programs. Assists in the programming, coordination, and operation of automated programs used for election processing and ballot tabulation, ensuring integrity and completeness of accuracy/logic testing for ballot tabulation, the conduct of mandated public testing of equipment and vote tabulation audits, and the election day ballot tabulation process.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
*Raymond Bryan	IT Specialist	CS-12/9 \$82,770	MD

*The position was reclassified after employee retired in November 2013. It was filled on September 21, 2014.

Information Technology Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Provides IT support to all BOE staff. Installs, maintains, troubleshoots and upgrades computer hardware, software, personal computer networks, and peripheral equipment and assess user training needs and trains users in effective use of applications. Also, incumbent assist with programming, coding and testing of the voting systems.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Randy Legette	IT Specialist	CS-12/4 \$72,480	DC

Data Systems Manager (1)

BRIEF DESCRIPTION OF DUTIES: Responsible for the management and operation of the agency's data processing systems, including voter registration, election processing, and ballot tabulation. Responsible for maintenance and security of all agency data files, and the management of the terminal network for on-line voter registration data entry. Monitors voter registration data entry, and supervises production of precinct rosters of voters and recordation of data to update voter history records, to ensure completeness and compatibility with prescribed automated processes. Supervises the development and production of official registration statistics and other public information data products.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
*Geremew Begna	Data Systems Manager	MSS-13/0 \$85,000	DC

*Vacancy occurred as a result of employee retiring in November, 2013. The position was reclassified at the MS 13-0 level and filled on February 2, 2015.

Computer Operator (1)

BRIEF DESCRIPTION OF DUTIES: Assists the Data Systems Manager in the operation of the agency's data processing systems, including voter registration, election processing, and ballot tabulation. Processes voter registration applications and assists with direct mail services to voters for registration application requests, notification cards and the issuance of registration ID cards. Assists with absentee and military voting services by processing absentee registration and voting transactions, including data entry for ballot mailing/tracking. Assists in activity to determine voter registration status for processing ballot measure petitions, special/challenged ballots and candidate challenges.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Edward Everett	Computer Operator	CS-7/7 \$44,495	DC

Voter Registration Clerks (3)

BRIEF DESCRIPTION OF DUTIES: Assists in processing voter registration applications and updates; performing data entry and verification of voter registration applications from routine and agency-based registration programs, the National Voter Registration Act of 1993 (NVRA) and the Help America Vote Act (HAVA). Assists with voter maintenance through periodic voter mailings and data sharing with outside agencies. Assists with mail services to voters for registration application requests, and issuance of registration ID cards. Assists with data cleansing of voter registration applications and updates. Assists with absentee voting transactions, including data entry, ballot mailing and tracking. Assists with updating voter history data and scanning voters from precinct rosters following each election. Assists in activity to determine voter registration status for processing petitions, special or challenged ballots and candidate challenges.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Raynell D. Nabinett	Voter Reg Spec	CS-7/9 \$47,053	DC
Luvenia M. Reddick	Voter Reg Asst	CS-6/10 \$43,656	MD
Marina R. Martinez	Voter Srvs Asst	CS-6/6 \$39,020	MD
*Vacant	Voter Reg Tech	CS-6/6 \$37,883	
*Vacant	Voter Reg Asst	CS-6/6 \$39,020	

*(1) CS-6/6 vacancy occurred when employees' temporary appointment expired and was not extended in October, 2014.

*(1) CS-6/6 vacancy occurred when employee abandoned her position and was terminated in July, 2013.

Registrar of Voters

BRIEF DESCRIPTION OF DUTIES: Supervises management and maintenance of the District's voter registry, including all aspects of voter qualification and document management and a variety of voter education and outreach programs designed to increase resident's awareness of, and participation in, the electoral process. Also responsible for various election-related functions such as ballot access for candidates, petition sufficiency, voter eligibility, absentee registration/voting, post random audits, recounts and documentation of certification of results.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Karen F. Brooks	Registrar of Voters	MSS-14/0 \$98,633	MD

Voter Services Assistant (5)

BRIEF DESCRIPTION OF DUTIES: Provides general information and services to the general public that are in response to written, telephone, or in-person inquiries that include the main reception for the agency. Prepares and issues nomination documents for candidates seeking ballot access. Maintains filing systems that facilitates the speedy retrieval of candidates and campaign information filed with other materials according to the Board's regulations. Assists with absentee voting services by processing in-person absentee ballot registrations and voting transactions, including ballot tracking. Assists in activity to determine voter registration status for processing candidate and ballot measure petitions, and special or challenged ballots. Distributes voter registration applications from the public and all participating National Voter Registration Act (NVRA) agencies and from groups and individuals engaged in voter registration drives. Attend voter education and outreach programs and assist at voter registration drives. Assists with special post-election support - recounts and write-in votes. Assists in voter registry maintenance programs through periodic mailings and data sharing with other governmental agencies. Receives and distributes all agency mail; and assists the registration processing unit during peak load periods in all activities associated with the conduct of elections, voter registration qualifications, data entry, and mail absentee ballot registrations.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Brenda Garner	Voter Svcs Asst	CS-7/6 \$43,216	DC
Denise A. Steve	Voter Svcs Asst	CS-6/10 \$43,656	DC
Monica Hagans	Voter Svcs Asst	CS-6/6 \$39,020	DC
Kevin Newsome	Voter Svcs Asst	CS-6/9 \$42,997	DC
Myisha Thompson	Voter Svcs Asst	CS-6/5 \$37,861	DC
Vacant	Election Svcs Spec	CS-9/1 \$44,478	

*(1) CS-9/1 newly created position in FY 2015.

Election Operations Manager (1)

BRIEF DESCRIPTION OF DUTIES: Responsible for supervision of operations staff, determining necessary operations relevant to elections, carrying out and overseeing the election operations sections, evaluating the effectiveness of programs and procedures attributed to operations and electronic systems. Plans, organizes, assigns, directs and oversees the agency's logistical operations associated with the conduct of elections, resource management, human resources, risk management, external relations, facilities and warehouse operations.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Sylvia G. Adams	Operations Manager	MSS-15/0 \$127,050	DC

Staff Assistant (1)

BRIEF DESCRIPTION OF DUTIES: Assists in the screening of incoming correspondence or other documentation while maintaining a system for document control. Assists, as required, with various elections preparations and Election Day activities, including polling place supplies and equipment. Performs a variety of administrative and technical support functions to facilitate the effective and efficient administrative operation of the warehouse. Assist with election activity, special projects and the preparation of reports as directed by management.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Stacey Baldwin	Staff Assistant	CS-9/6 \$51,583	DC

Elections Program Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Provides support services to the Board, including but not limited to, procurement, contract administration, facilities and equipment maintenance, property management, and department wide recycling activities. Oversees initiation, submission and tracking of requisitions for goods, equipment and services based on budget authorization. Responsible for maintaining proper records with respect to accounts payable and receivables and ensures compliance with LSDBE program. Process invoices and payment requirements and investigate and resolve discrepancies related to purchases. Assist with election activity, special projects and the preparation of reports as directed by senior management.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Berlinda Stanback	Program Specialist	CS-09/10 \$57,267	MD

Facility Support Specialist (1)
Support Services Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Manages the agency's facility support program consisting of the Central Office, the warehouse complex, and 143 polling place sites throughout the District of Columbia. Manages all facets of agency telecommunications program for both permanent facilities and polling places. Conduct the necessary site surveys to ensure adequacy, accessibility, and availability of all designated sites. Assists in the planning of election-related activity or other peak load requirements and acts as agency coordinator for matters involving Intra-District agency support. Supervises distribution of ballots received for use in each election. Assists in the programming, coordination, and operation of automated programs used for election processing and ballot tabulation, ensuring integrity and completeness of accuracy/logic testing for ballot tabulation, the conduct of mandated public testing of equipment and vote tabulation audits, and the election day ballot tabulation process. Assists in programming, coding and testing voting systems.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Duan Jones	Facility Supt Spec	CS-11/8 \$65,646	MD
Arlin Budoo	Support Services Spec.	CS-11/8 \$65,646	DC

Supv Facility Operations Spec (Warehouse Supv) (1)

BRIEF DESCRIPTION OF DUTIES: Oversees operation of the agency's warehouse facility, including inventory of election supplies and equipment, inspection and maintenance of voting machines and booths, participation in the elections logistics planning process, and provides assistance in the performance of other support functions of the agency, as required. Develops, as required, the necessary documentation to permit disposal of excess or condemned materiel. Oversees the activity of intermittent (WAE) employees hired to assist with distribution of voting precinct supplies and equipment during peak periods surrounding elections.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Robert T. Hunter	Facility Ops Spec	CS-11/5 \$58,716	DC

Supply Technician (2)

BRIEF DESCRIPTION OF DUTIES: Responsible for the assembly of election materials for distribution to 143 polling places. Acceptance and handling of materials, including ballot boxes, through the counting center operation on election days. Refurbishing of voting equipment when it is returned from the polling places after each election.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Aaron Ford	Supply Technician	CS-07/9 \$47,053	DC
Steven Mattocks	Supply Technician	CS-07/9 \$47,053	DC

Public Affairs Specialist (PIO)(1)

BRIEF DESCRIPTION OF DUTIES: Conducts the public affairs program for the agency with responsibility for developing and providing direction for all public information, internal information, and community relations activities. Develops materials for use in voter information, education, and outreach programs. Coordinates responses to the media on issues related to the agency. Prepares reports for the Board which represents the activities of the agency.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Denise Tolliver	Public Affairs Specialist	CS-13/9 \$95,981	DC

The PIO position was filled on September 22, 2014.

Public Affairs Specialist (Voter Education & Outreach Coor)(1)

BRIEF DESCRIPTION OF DUTIES: Coordinates all activities related to voter outreach and community engagement. Develops and produces election information and voter education materials; and prepares and disseminates materials to encourage citizen participation in the electoral process. Coordinates and presents educational seminars on the election process and vote reporting for elected officials, candidates for public office, media outlets, and members of the diplomatic corps and other international groups.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Tamara Robinson	Public Affairs Specialist	CS-13/1 \$76,397	DC

The newly created position was filled on July 13, 2014.

Program Specialist (1)

Election Support Specialist (1)

Election Training Coordinator (1)

BRIEF DESCRIPTION OF DUTIES: Serves as focal point for maintenance of election worker data base and post-election worker evaluations. Develops schedules, and conducts training sessions, for poll workers. Assists in the development, production, and dissemination of training materials for election workers. Develops election worker recruitment and training programs, including the necessary training materials. Performs vital post-election functions relative to "write-in" ballot contests, post-audits and, when requested by candidates, recounts of contested results.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Shirley Jackson	Program Spec.	MSS-12/0 \$85,730	MD

Hubert Von Fogan	Elec Support Spec.	CS-12/7	\$78,654	DC
Eric Olsen	Elec Training Coor	CS-12/3	\$70,422	DC

Special Assistant (1)

BRIEF DESCRIPTION OF DUTIES: Draft, design, layout and prepare for print the agency's citywide Voters' and Candidates booklets and other production activities. Develop agency wide Election Calendar for each scheduled election. Monitors and provide information on the District's responsibilities under the National Voters Registration Act (NVRA). Assist in the creation of readable, user-friendly voter materials. Works with management to refine and improve voter registration processes according to "Help America Vote Act" (HAVA) and the D.C. State Plan.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Kathryn Fairley	Special Assistant	ES-07 \$114,7365	DC

General Counsel (1)

BRIEF DESCRIPTION OF DUTIES: Serves as the Board's chief legal advisor and is primarily responsible for representing the Board in all judicial proceedings relating to local elections, campaign finance, conflict of interest, and lobbying laws. Responsibilities of the position include prosecutions before the Board for violations of the election statutes, providing advisory opinions, case review, review of suits for or against the Board, drafting legislation, and representing the Board in all civil actions in the courts of the District of Columbia.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Kenneth McGhie	General Counsel	LX03/0 \$162,946	VA

Staff Attorneys (2)

BRIEF DESCRIPTION OF DUTIES: Serve as legal representatives for the Board in litigation with the full responsibility for preparation for trial and actual trial of cases assigned in the DC Superior Court, US District Court and/or US Court of Appeals. Review information presented and relevant case law to determine method of processing administrative hearings and defending Board administrative rulings in federal and District courts. Prepares all pleadings, including responses, appeals, motions, legal briefs, and memoranda as appropriate. Research and draft legislation and regulations. Assist with all election related inquiries regarding challenges, initiatives, referenda, recall, and other substantive issues which may arise in the area of election law.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Terri Stroud	Attorney Advisor	LA-13/10 \$108,173	DC
Rudolph McGann	Attorney Advisor	LA-13/9 \$105,398	DC

Elections Program Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Manages both internal and external federal compliance activities. Works with the General Counsel to keep abreast of needed legislative changes for continued compliance with federal and district law. Assist in monitoring federal funds to ensure compliance with federal mandates. Periodically revise the compliance program, as appropriate, to respond to changes in the agencies needs and applicable election processes and procedures

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Margarita Mikhaylova	Program Specialist	CS-12/5 \$74,538	DC

*Vacancy occurred as a result of employee resignation in January, 2014. The position was advertised and filled on October 5, 2014.

Management Liaison Specialist (1)

BRIEF DESCRIPTION OF DUTIES: Provides administrative and support functions for the General Counsel and the professional staff of the office. Also responsible for providing human resources management advisory services to management and staff; processes personnel actions (recruits, establish, terminate, reassignments) in PeopleSoft for temporary employees; monitors and follows-up on personnel actions; ensures the accurate input of the employee data for permanent storage, retrieval and use by management officials.

<u>Name</u>	<u>Position</u>	<u>Grade/Salary</u>	<u>State of Residence</u>
Karla Garcia	Mngt Liaison Spec	CS-12/8 \$80,712.00	DC