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18  
19  
29  
14  
16

Total Points: 87 ✓

### Interview Questions Elections Administrator Position

87

Applicant: LYNN DE ROCHE Rater: Jim L Date: 2/6/2024

10 1. What interests you about the Elections Administrator position and why did you apply?  
WORKED IN ELECTIONS FOR 16 YRS. - OBSERVER FOR LIBRARY ELECT  
WANT TO CHANGE ELECTIONS FOR THE BETTER

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

2 2. Please tell us about yourself and your work history, education and experience as it pertains to the Elections Administrator position.  
STATES HISTORY AND TIME IN ELECTIONS

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

5 3. The Elections Administrator reviews, interprets and implements complex laws, regulations and polices that vary for each election, change often and relate to the voter registration system, conducting elections, voting processes, candidate requirements, campaign finance disclosure process, accessibility and other activities. Please describe your understanding of and the direct involvement and experience you possess that specifically relates to these election duties, responsibilities and activities.  
FAMILIAR WITH TITLE 13 PERTAINING TO LAW  
GO TO SEC OF STATE. CONTACT POLITICAL PRAC: MOORE

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

5 4. What is your specific experience working with and operating within the parameters of the Monana Code Annotated and the Administrative Rules of Montana as they pertain to elections and how do you plan on becoming an authority on state and federal election laws and rules?  
KNOWS TITLE 13, SOS NOTIFIES OF CHANGES, USE TRAINING  
TO LEARN

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

4 5. The Montana Secretary of State's Office has the ElectMT program that provides daily zoom trainings and there are other resources for training on SharePoint that provides videos from townhalls, various training and other important documents about ElectMT. Please describe your thoughts on obtaining or participating in training in this manner.

WAS ON ELECTMT TEAM TO TRAIN ALL OFFICES  
SOS

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

6. What do you consider the most important and fundamental aspects of elections?

COMMUNICATIONS WITH PUBLIC, GET TRUST BACK

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

3 7. Given the current political attention and scrutiny of election offices across the Country, what makes you want this position and how do you plan on handling the stress and pressure that may go along with such scrutiny?

EVERY VOTER HAS RIGHT TO VOTE - COMMUNICATION  
EXERCISE AND FAMILY

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

3 8. The Elections Administrator provides information and handles correspondence with the public, candidates for office, the media and representatives of other political subdivisions or government agencies. Please provide an example that illustrates your experience communicating about particularly complex or controversial issues.

KEEP MEDIA AND PUBLIC ADVISED OF CHANGE  
DIST NEED MOST INFO AT TIME OF ELECTION

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

4 9. Attention to detail is an essential part of this position, a single typographical error or misread could potentially jeopardize the entire election. What methods or safeguards would you utilize to ensure that every detail has been checked and is accurate?

CHECK LIST FOR ALL PARTS OF ELECTION,  
KEEP ALERT TO BALANCE OF BALLOTS AND PROCEDURES  
TRAIN STAFF TO ISSUES

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

3 10. Without breaching any confidentiality, please describe a situation where you had to act quickly to correct a problem. Could the problem have been prevented by closer monitoring? What did you do and what was the result? LOOK UP BOUNDARIES AND EXPLAIN WHY FOLKS HAVE PROBLEMS

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

3 11. Without breaching any confidentiality, please describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions to resolve the conflict. PREPARING ENVELOPE PACKETS. GO TO HIGHER EMPLOYEE FOR INFO AND SITUATION HANDLED

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

4 12. The Elections Administrator will serve as the Elections Department manager and will supervise staff directly and indirectly and provide guidance and assistance to staff encountering difficult problems related to elections. Please describe your experience and involvement in dealing with supervisory issues. PULL IN CO STAFF + TRAIN ON PARTS ON ELECTION DAY HELP WITH MULTIPLE PEOPLE AND CROSSTRAIN

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

3 13. What would you do to promote and foster cohesiveness and productivity in your team? PROMOTE CROSSTRAINING - COMMUNICATION WITH PUBLIC

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

2 14. Have you ever had to settle a conflict between two people on the job? While maintaining employee privacy of those concerned, what was the situation and what steps did you take? OPEN TO TRADING FOR THESE ISSUES

5 5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

15. Please provide us with a specific example when you had to conform to a policy that you did not agree with and how you handled the situation? MUST FOLLOW POLICY LATER YOU MAY FIND THE REASONING FOR THE POLICY

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

3 16. Please describe your approach to and direct experience in developing and managing a governmental budget? Please describe your direct experience in presenting a governmental budget to a board or committee for review and approval. HAS KNOWLEDGE OF BUDGETING PROCESS  
TRAINABLE TO BUDGET

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

3 17. On many occasions, supervisors have to make difficult decisions. While maintaining employee privacy of those concerned, please describe the most difficult decision you have had to make as a supervisor and what was your decision-making process? HIRING PROCESS IS HARDEST  
TRAINING THOSE HIRES

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

3 18. What was the most high-pressure situation you have been under as a supervisor in recent years and how did you cope with it? What, if anything, would you change and why?  
BALLOT STOCK WAS SKEWED - WORKED THRU TO GET THINGS DONE -

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

20 19. Tell us about a new policy or idea that you recently implemented which was considerably different from the former procedure? What approach did you take? What did you have to consider before moving forward? POLLING PLACE MOVE TO SAFER PLACE,

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

3 20. You suspect that an employee is abusing their sick time. For the 4<sup>th</sup> time this month the employee called in sick with a headache. Co-workers are becoming upset handling the extra workload. How are you going to approach this situation and what, if any potential disciplinary steps would you consider taking with the employee? PULL EMPLOYEE ASIDE, MOVE TO HR FOR INFO TO RECTIFY ISSUE,

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

- 3 21. An employee comes to your office and says "I want to tell you something, but you need to promise me that you will keep it confidential. You can't tell anyone." How do you respond?

ASK CONFIDENSE - GO TO HR TO PROCEED OR NOT

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

- 5 22. The integrity of the operations in the Elections Office is questioned by the public. Some of those public members request a meeting with you to discuss their concerns. Their concerns range from the security of equipment to the accurateness of office procedures. How do you handle the meeting?

INVITE TO MEETING - SHOW WHAT PROCESS IS  
BRING TO ELECTION DAY TO SEE PROCESS WORK

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

- 5 23. The Elections Administrator is responsible for performance testing and certification of the Vote Tabulation Machines. Please describe in detail your understanding of and experience in conducting such testing and certification and explain in detail what is required and how that is accomplished.

RAU TAB MACHINE FOR MANY YRS. USE CORRECT TEST DECK  
TEST ALL PORTIONS OF THE TAB

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

- 5 24. There are peak times throughout the year which require long hours and late nights, weekends, and on-call emergencies. Is there a schedule that will not work for you or any challenges for you with this requirement?

NO, PROBLEMS, SCHEDULE FOR THOSE LONG DAYS  
& HOURS,

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

### Interview Questions Elections Administrator Position

Applicant: Lyan Deroche Rater: Joe Briggs Date: 2/6/24

1. What interests you about the Elections Administrator position and why did you apply?

*Worked in Elections for 16 years. Has similar concerns to BOCC in Elections  
CAN Assist existing staff with Training & concerns to public*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

2. Please tell us about yourself and your work history, education and experience as it pertains to the Elections Administrator position.

*10 years of experience, Interacts with public, Transacting, Elects Monitors during GFS election -*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

3. The Elections Administrator reviews, interprets and implements complex laws, regulations and polices that vary for each election, change often and relate to the voter registration system, conducting elections, voting processes, candidate requirements, campaign finance disclosure process, accessibility and other activities. Please describe your understanding of and the direct involvement and experience you possess that specifically relates to these election duties, responsibilities and activities.

*Familiar with Title 13 - have worked under it, Goes to SOS for interpretations CA  
Refer Financial issues to CAPP. Pending case from SOS & Statute*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

4. What is your specific experience working with and operating within the parameters of the Monana Code Annotated and the Administrative Rules of Montana as they pertain to elections and how do you plan on becoming an authority on state and federal election laws and rules?

*Knows Title 13, Consult with SOS, SOS notify of changes.  
Need to keep staff informed of changes. Has done it for 10 years*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

5. The Montana Secretary of State's Office has the ElectMT program that provides daily zoom trainings and there are other resources for training on SharePoint that provides videos from townhalls, various training and other important documents about ElectMT. Please describe your <sup>most</sup> thoughts on obtaining or participating in training in this manner. *Part of Team to implement ElectMT. Had names made for updates*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

6. What do you consider the most important and fundamental aspects of elections?

*connect with public  
meet deadline  
Regain trust*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

7. Given the current political attention and scrutiny of election offices across the Country, what makes you want this position and how do you plan on handling the stress and pressure that may go along with such scrutiny? *Every citizen has an opportunity to vote. Family time is her stress relief. Elections are critical*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

8. The Elections Administrator provides information and handles correspondence with the public, candidates for office, the media and representatives of other political subdivisions or government agencies. Please provide an example that illustrates your experience communicating about particularly complex or controversial issues. *Communicate with other jurisdiction - keep them well informed on each step of the way. Open Commo reduce issues*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

9. Attention to detail is an essential part of this position, a single typographical error or misread could potentially jeopardize the entire election. What methods or safeguards would you utilize to ensure that every detail has been checked and is accurate?

*Check list of everything that needs to be done  
go precinct by precinct - know what are printed. Match Ballots to envelope per precinct on a 25 lot Basis  
Balance each precinct. to the Registrar*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

10. Without breaching any confidentiality, please describe a situation where you had to act quickly to correct a problem. Could the problem have been prevented by closer monitoring? What did you do and what was the result? *Can't vote wanting to vote in city election. All data & show too did not in 45 mins. Confirmed that they can vote in full election.*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

11. Without breaching any confidentiality, please describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions to resolve the conflict. *During prep work - Employee declined to do a specific job. Added chart dept for advice and did as advised.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

12. The Elections Administrator will serve as the Elections Department manager and will supervise staff directly and indirectly and provide guidance and assistance to staff encountering difficult problems related to elections. Please describe your experience and involvement in dealing with supervisory issues. *She supervised 3 full time elections staff & their could explain as made sure that everyone new how to access all report info & brief on all processes. on election day supervised all their activities, handled cross train*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

13. What would you do to promote and foster cohesiveness and productivity in your team? *Cross training !! - Team members are trained & Able to respond to changes*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

14. Have you ever had to settle a conflict between two people on the job? While maintaining employee privacy of those concerned, what was the situation and what steps did you take? *Did not handle in too great but willing to hear*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

15. Please provide us with a specific example when you had to conform to a policy that you did not agree with and how you handled the situation? *Must follow the policy so that Election runs correctly. There are repercussions if policy is violated*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

16. Please describe your approach to and direct experience in developing and managing a governmental budget? Please describe your direct experience in presenting a governmental budget to a board or committee for review and approval. *Experience on personal case & direct exp but no actual exp*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

17. On many occasions, supervisors have to make difficult decisions. While maintaining employee privacy of those concerned, please describe the most difficult decision you have had to make as a supervisor and what was your decision-making process?

*Hiring a person for elections - need to have confidence that they can be trusted & are trustworthy*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

18. What was the most high-pressure situation you have been under as a supervisor in recent years and how did you cope with it? What, if anything, would you change and why?

*Past Federal election - Ballot stock was burnt & the ESS tech was not able to Civ. J. Had to wait for senior tech to come in. Staff stayed until the tech was done*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

19. Tell us about a new policy or idea that you recently implemented which was considerably different from the former procedure? What approach did you take? What did you have to consider before moving forward?

*Utilize Centerline getting places closure for school safety and ppls to ex hall*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

20. You suspect that an employee is abusing their sick time. For the 4<sup>th</sup> time this month the employee called in sick with a headache. Co-workers are becoming upset handling the extra workload. How are you going to approach this situation and what, if any potential disciplinary steps would you consider taking with the employee?

*All employee aside to solicit feedback. if no change - go to HR. Ray Conway is lead  
Take suggest'd steps to rectify*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

21. An employee comes to your office and says "I want to tell you something, but you need to promise me that you will keep it confidential. You can't tell anyone." How do you respond?

*Is it personal or an HR issue. if personal keep to god. Is not related to HR*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

22. The integrity of the operations in the Elections Office is questioned by the public. Some of those public members request a meeting with you to discuss their concerns. Their concerns range from the security of equipment to the accurateness of office procedures. How do you handle the meeting?

*walk them through the process in detail. Invite them to observe on election day.  
open line of comm to public commission & CA office.*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

23. The Elections Administrator is responsible for performance testing and certification of the Vote Tabulation Machines. Please describe in detail your understanding of and experience in conducting such testing and certification and explain in detail what is required and how that is accomplished.

*Has run test deck for many years - most important part of process  
make you own test deck that is hand carried in Advance*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

24. There are peak times throughout the year which require long hours and late nights, weekends, and on-call emergencies. Is there a schedule that will not work for you or any challenges for you with this requirement?

*No, have been doing for 16 years. Make sure that staff  
understands the work load & blackout dates*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

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15

### Interview Questions Elections Administrator Position

Applicant: Lynn DeRoche Rater: Commissioner Gulkowski Date: 2-06-2024

**1. What interests you about the Elections Administrator position and why did you apply?**

16 yrs. experience. Concerned w/2023 elections. Say "board" of Commission sees concerns. ~~has~~ wants to cross-train current staff. Was monitor for Levy

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    Opts. - No response

**2. Please tell us about yourself and your work history, education and experience as it pertains to the Elections Administrator position.**

16 yrs in our office  
not adequate education - nail tech.    minimal due to lack of formal ting - education.  
states experience communicating w/public

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - No experience

**3. The Elections Administrator reviews, interprets and implements complex laws, regulations and polices that vary for each election, change often and relate to the voter registration system, conducting elections, voting processes, candidate requirements, campaign finance disclosure process, accessibility and other activities. Please describe your understanding of and the direct involvement and experience you possess that specifically relates to these election duties, responsibilities and activities.**

Familiar w/Title 13. States able to go in and navigate through Title 13.  
Asks SoS. Ask Carey Ann to interpret law. Refers to COPP. Follow SoS  
Calendar for deadlines.

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - No experience

**4. What is your specific experience working with and operating within the parameters of the Monana Code Annotated and the Administrative Rules of Montana as they pertain to elections and how do you plan on becoming an authority on state and federal election laws and rules?**

Knows Title 13. Consults w/SoS. Send email to staff of changes from SoS.  
Did not specifically answer question of how to become an authority.

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - No experience

5. The Montana Secretary of State's Office has the ElectMT program that provides daily zoom trainings and there are other resources for training on SharePoint that provides videos from townhalls, various training and other important documents about ElectMT. Please describe your thoughts on obtaining or participating in training in this manner.

Part of team to test ElectMT. Remained part of town hall w/ty, would she left the Election Office.

5pts. - Thorough response     3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

6. What do you consider the most important and fundamental aspects of elections?

Communication w/ the Public. States getting trust back into elections process.

5pts. - Thorough response    3pts. - Moderate response     1pt. - Minimal response    0pts. - No response

7. Given the current political attention and scrutiny of election offices across the Country, what makes you want this position and how do you plan on handling the stress and pressure that may go along with such scrutiny?

Every voter has the right to vote. Have to communicate w/ voter and ~~the~~ Public. Doesn't take stress home to family. Has been in the environment.

5pts. - Thorough response     3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

8. The Elections Administrator provides information and handles correspondence with the public, candidates for office, the media and representatives of other political subdivisions or government agencies. Please provide an example that illustrates your experience communicating about particularly complex or controversial issues.

Consistent communication. <sup>States</sup> Haven't had problems w/ Special Districts. Get along w/ all of them. Do not have a specific incident, did not answer question.

5pts. - Thorough experience     3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

9. Attention to detail is an essential part of this position, a single typographical error or misread could potentially jeopardize the entire election. What methods or safeguards would you utilize to ensure that every detail has been checked and is accurate?

Ballot stuffing. Mentions detailed process they used but did not share this process with current staff in training forward.

5pts. - Thorough response     3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

10. Without breaching any confidentiality, please describe a situation where you had to act quickly to correct a problem. Could the problem have been prevented by closer monitoring? What did you do and what was the result?

*all voter believes they are in a district to vote where they are not. States how she tells them they need to follow a process*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response     0pts. - No response

*Skipped Initially*

11. Without breaching any confidentiality, please describe a time when you took personal accountability for a conflict and initiated contact with the individual(s) involved to explain your actions to resolve the conflict.

*Employee under her supervision did not want to make ballot packets. Asked Chief Deputy in Clerk + Recorder what to do, and followed her instructions.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience     0pts. - No experience

12. The Elections Administrator will serve as the Elections Department manager and will supervise staff directly and indirectly and provide guidance and assistance to staff encountering difficult problems related to elections. Please describe your experience and involvement in dealing with supervisory issues.

*States numbers of employees supervised and volunteers overseen. Didn't specifically answer in my opinion but stated "I believe I have ability to supervise".*

5pts. - Thorough experience    3pts. - Moderate experience     1pt. - Minimal experience    0pts. - No experience

13. What would you do to promote and foster cohesiveness and productivity in your team?

*Cross-training. Adament cross-training is key.*

5pts. - Thorough response     3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

14. Have you ever had to settle a conflict between two people on the job? While maintaining employee privacy of those concerned, what was the situation and what steps did you take?

*States no exposure as supervisor has always been tasked. Willing to learn for exposure.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience     0pts. - No experience

15. Please provide us with a specific example when you had to conform to a policy that you did not agree with and how you handled the situation?

*Some policies you don't agree w/ but you have to. There is a reason policies are in place and if not followed, there could be repercussions. Specific to Elections, not overall as a supervisor in context. Did not answer w/ specifics*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience     0pts. - No experience

*Skipped Initially*

16. Please describe your approach to and direct experience in developing and managing a governmental budget? Please describe your direct experience in presenting a governmental budget to a board or committee for review and approval.

*States knowledge of personnel + costs. Admits no experience in budgeting.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

17. On many occasions, supervisors have to make difficult decisions. While maintaining employee privacy of those concerned, please describe the most difficult decision you have had to make as a supervisor and what was your decision-making process?

*hiring of staff in the Election office. believes this is her experience, but does not mention difficulties in decision.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

18. What was the most high-pressure situation you have been under as a supervisor in recent years and how did you cope with it? What, if anything, would you change and why?

*The job needs to be done - like it or not. Found of event <sup>where</sup> ballots would not run through machine. Long, tedious but stayed with it until done.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

19. Tell us about a new policy or idea that you recently implemented which was considerably different from the former procedure? What approach did you take? What did you have to consider before moving forward?

*Brought idea to previous election administrator of moving polls locations ahead to Expo.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    0pts. - No experience

20. You suspect that an employee is abusing their sick time. For the 4<sup>th</sup> time this month the employee called in sick with a headache. Co-workers are becoming upset handling the extra workload. How are you going to approach this situation and what, if any potential disciplinary steps would you consider taking with the employee?

*Ask employee if anything going on. Then go to HR and Board of Commissioners to work through process needed to rectify issue.*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    0pts. - No response

21. An employee comes to your office and says "I want to tell you something, but you need to promise me that you will keep it confidential. You can't tell anyone." How do you respond?

Ask "how confidential? Personal? Attention of HR needed?" If personal, keep confidential. If personnel, ~~has to~~ consult HR and ask for next steps.

5pts. - Thorough response      3pts. - Moderate response      1pt. - Minimal response      0pts. - No response

22. The integrity of the operations in the Elections Office is questioned by the public. Some of those public members request a meeting with you to discuss their concerns. Their concerns range from the security of equipment to the accurateness of office procedures. How do you handle the meeting?

Invite to mtg, walk through processes questioned. Provide on election day to see processes. Keep open line of communication w/ Public,

5pts. - Thorough response      3pts. - Moderate response      1pt. - Minimal response      0pts. - No response

23. The Elections Administrator is responsible for performance testing and certification of the Vote Tabulation Machines. Please describe in detail your understanding of and experience in conducting such testing and certification and explain in detail what is required and how that is accomplished.

Has run the machine for many elections. Believes this is a critical component of elections. Specific process ~~is~~ evacuated but test deck focused upon.

5pts. - Thorough experience      3pts. - Moderate experience      1pt. - Minimal experience      0pts. - No experience

24. There are peak times throughout the year which require long hours and late nights, weekends, and on-call emergencies. Is there a schedule that will not work for you or any challenges for you with this requirement?

No, understands block-out dates. "If ~~on~~ a person can't do it, they don't need to apply".

5pts. - Thorough response      3pts. - Moderate response      1pt. - Minimal response      0pts. - No response