

13  
16  
17  
17  
8

Total Points: 65 ✓

### Interview Questions Elections Administrator Position

65

Applicant: NANCY DONOVAN Rater: JIM L Date: 2/6/2024

5 1. What interests you about the Elections Administrator position and why did you apply?  
VOLUNTEERISM BROUGHT INTEREST. WATCHING ELECTIONS SHOWED A NEED,  
LIKES "CHAOS" SERVES PUBLIC, SERVES COMMUNITY.

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

3 2. Please tell us about yourself and your work history, education and experience as it pertains to the Elections Administrator position. USPS EMPLOYEE, MOVE TO SEC.  
CAN SEE ROOM FOR IMPROVEMENT, UNION REP. FOR USPS.  
CAN SEE SIMILARITIES OF CURRENT JOB,  
BA- MS BUSINESS/MANAGEMENT ADMIN

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

2 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. WORKS WITHIN LAWS, REGS. CHANGES WITH IN SITUATIONS

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

3 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?  
NOT FAMILIAR WITH MCA - KNOWS FED LAW  
WANTS TRAINING

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

2 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.

NEW SYSTEM - TRAINING TO USE THIS SYSTEM

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

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

NEED PUBLIC CONFIDENCE  
SAFEGUARD ELECTIONS INTEGRITY

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

4 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?

LOCALLY, GET ATTENTION OF POLITICAL GROUPS.  
INCLUDE PUBLIC TO FEEL CONFIDENCE. STRESS COMES WORK RELATED

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

4 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.

WORKED UNITED WAY,  
SOME TRAINING IN PUBLIC SPEAKING  
DAILY BRIEFINGS  
POST MASTER DURING COVID

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

3 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?

CROSS CHECK AND DOUBLE CHECK  
LEARN ACCURACY IN BALLOT AND ENVEL

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

2 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? *ASSESS PROBLEM, HAVE TO THINK QUICKLY TO MANAGE 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. *WORK IS STRESSFUL, WORK TOGETHER AFTER CONFLICT APOLOGIZE FOR ACTION*

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

3 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. *SURS OF WORKERS, ROUTES, SAFETY GRIEVANCES, TRAIN ALL EMPLOYEES*

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

5 13. What would you do to promote and foster cohesiveness and productivity in your team? *TEAM IS INTIMATE DUE TO SMALL NUMBERS. SERVE TEAM IN THEIR NEEDS CHALLENGES TO YOUR PEOPLE. NO ONE WANTS SPUR JOB AT USPS, BE CONSTANT/SOLID LEADER*

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? *SENT 2 PEOPLE TO TALK SITUATION OVER*

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

2 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? *DISAPPLYING POLICY WASN'T WORKING TRYING TO CHANGE CULTURE. DON'T FIRE PEOPLE WORK TO MAKE THINGS BETTER.*

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

1 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. GIVEN BUDGET, THEN MANAGE IT.

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? DISAPPOINTMENT EMPLOYEES DISMISSAL CORRECTIVE ACTION LIKELY WILL WORK, NOT ENJOYABLE.

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? COVID ISSUES BROUGHT PRESSURE TO LEADERSHIP CHANGE LEVEL OF SAFETY TO HELP EMPLOYEES SHORT STAFFED, CAN MAKE PRESSURE

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

3 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? NEW ADDRESS POLICY - LOCAL LETTER IT HAS HELPED WITH IMPLEMENTATION

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? DISAPPOINT THEM POLICY.

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?

TEND TO LISTEN -

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?

OPEN ARMS POLICY - SHARE OPINIONS - WORK TOGETHER WITH CONCERNS

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.

FAMILIAR — TEST, INSPECT,

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 PROBLEM -

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

# Interview Questions Elections Administrator Position

Applicant: Nancy Donnan Rater: Joe Briggs Date: 2/6/24

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

*Because interested due to USPS connection, originally had no interest in job  
continued involvement & gained interest - similar to Fed office job.  
wants to serve all of public - ass of the Reader.  
Drawn to 'chaos'*

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.**

*USPS - 18 years, natural problem solver  
like to smooth things over. Treat anyone the same. Little related to Elections other than  
mailing. BA from George Washington Univ. & Masters.*

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.**

*works within Federal regulation on a daily Basis. a lot of changes due to national  
security.*

*no actual election Admin*

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?**

*no experience in MCA.  
SOS would be needed to reach model here. Has a desire to learn*

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 thoughts on obtaining or participating in training in this manner.

*vital to role. Everyone is learning on this new system. Rate needs to be mailed  
& video training is a goal*

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?

*Public Confidence  
Free & Fair  
Safeguards*

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?

*Engage with public leaders. Political parties should be reached out to  
Public outreach - be available.  
current job is stressful - just deal with it*

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.

*Has some press experience. Was commander  
with staff & contractor but nothing controversial*

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?

*Detail is important, cross checking of people's work  
Sensitivity to Accuracy in Election operations*

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?

*Variable volumes & variable work force on a daily basis.  
Has to Balance Posters on a daily basis. Has to redecid. work load*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    Opts. - 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.

*Stressful situation - Spoke out of turn on bad days - Apologized  
& patched things up with team  
Team member undercut the team, Boss overreacted & Nancy Apologized*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - 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.

*Currently oversee 30 roles - 40+ people  
Supervisor in this role for 3 years  
Responsible for safety, grievance, financial, discipline*

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

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

*Team Building  
Leadership needs to model & expect staff  
Chain of Command  
Consistency of method & messages to build trust.*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    Opts. - 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?

*Conflict between two managers - mediated the situation. Comed table as a mediator*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - 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?

*Acting Post Master at time, new manager attempted  
to change management culture to drive safety & Excess discipline. She was required to conform.  
But would with union to make it happen without the drama of the discipline.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - 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. *Responsible for management but not development of budget.*

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? *Disciplinary processes are difficult.*

*Defined processes at usps for discipline. Consistent process for all employees. Progressive discipline system, Probationary period is 90 days.*

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?

*Action Postmaster during Covid 19. Large jump in level for interior, Project calm & lead. Went from security level 7 to 22.*

*short vacations just before Christmas - supervisor had to deliver mail - 12 hour shifts*

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? *Change of Address now requires photo ID & proof of Address.*

*Started sending letters from local to explain it to people*

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? *Investigate, after 3 probable Disciplinary based on USPS Rules*

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?

*Absolutely except if saying is illegal, venting is a need & therapeutic.*

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?

*Open Arms. Sit down with them & ask for suggestions. usrs got challenged as well.  
Talk about changes she made internally to deal with return mail.*

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.

*Talked about maintenance seals & test dock.*

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?

*None - Already live in that world.*

5pts. - Thorough response

3pts. - Moderate response

1pt. - Minimal response

0pts. - No response

Engaging  
Positive  
Likes acknowledgment

Total Points: 84

## Interview Questions Elections Administrator Position

Applicant: Nancy Donovan Rater: Commissioner Puelhowski Date: 2-06-2024

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

Initial contact was from IPS closing. Deadlines, long hours, integrity. New crew, new to mailing (elections office staff). Office chaotic seemingly. When duties moved to Commission, wanted to apply. County office that serves the public, not a particular party. Office needs to get off the radar.

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.**

4 yrs. BA, HR mgmt, Master in Science Admin.  
Post office now, drawn to chaos, went up the chain. Post office losing money @ time employed. Wants to stabilize situations and create constancy and consistency. Government office - run for the people. Familiar w/ union and staff utilizing politics.

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.**

While not specific to elections, gives <sup>very</sup> good example of changing regulations/protocols, etc. in current profession where demonstrates staying abreast and complying.

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?**

While not MCA but closely works w/ federal law and realizes where to find. Depends on ambition and accountability.

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 thoughts on obtaining or participating in training in this manner.

Vital to office. Must do what is needed to utilize ElectMT

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?

The public should have complete confidence in elections and that it is free and fair. Safeguards in place. Building trust of Public.

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?

Engage political leaders of the community. Explain to community how things work. When individuals are included, they feel more comfortable. Stress is stress. Things happen (stress)

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.

Comfortable speaking with and being in front of Public, media is comfortable. 30 city routes, 5 rural routes and clerks. Daily briefings now. Post office open during COVID. Information is power. Bulletin boards in place to educate in 3 depts.

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?

Experienced. Sensitive to this because if numbers transposed, not delivered. Knows cannot deliver ballots if address wrong. Hasn't answered regarding methods or safeguards.

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?

*I do this every day. Don't know quantity of mail daily or if employees will show up. Need to know staff to properly assign. Adapts to problems and change. Think on feet.*

5pts. - Thorough response      3pts. - Moderate response      1pt. - Minimal response      Opts. - 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.

*Daily. Stressful environment. Tempers can be short. Personally ~~was~~ has needed to apologize and did so. Co-worker "went around", Boss then jumped on them. Then apologized to co-worker, relationship mends.*

5pts. - Thorough experience      3pts. - Moderate experience      1pt. - Minimal experience      Opts. - 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.

*Currently a supervisor with over 40 individuals under her authority. Does not have specific elections supervision. Familiar with union, safety, mergers.*

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

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

*Realizes we have a small team. Don't believe to disrespect team. Protect team members. "We are one". Consistency. Leader serves people. Good examples.*

5pts. - Thorough response      3pts. - Moderate response      1pt. - Minimal response      Opts. - 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?

*Mostly conflict is generated by personality. Considers union scenarios and rests on report. Encouraged 2 individuals to sit down to talk it out and state play mediator a lot*

5pts. - Thorough experience      3pts. - Moderate experience      1pt. - Minimal experience      Opts. - 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?

*Supervisor mgr. creating terrifying tactics <sup>regarding</sup> safety and attempting to change culture quickly by drastic discipline. Protected people from situation by mediating issue between boss and her employees.*

5pts. - Thorough experience      3pts. - Moderate experience      1pt. - Minimal experience      Opts. - 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. *Currently does not develop budget but manages it. Called "supply-nazi". Not much budget process but understands conservative spending.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - 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?

*Thinks of discipline and removing after probationary period as most difficult decisions. Explained process used now and levels of discipline used. Realizes residual effects of poor attendance. Again - protect team.*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - 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?

*States lot of high pressure currently. Went from Level 7 to Level 22 (post master) Leadership role had to portray confidence during inner-struggle. Safety incident with Hyant - didn't feel threatened by him and retained control. Didn't address issue of changing. Did address copying and not shy from the*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - 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?

*Change of addressing policy, now online. Local education is big push*

5pts. - Thorough experience    3pts. - Moderate experience    1pt. - Minimal experience    Opts. - 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?

*Experienced. Currently has attendance review. At 3 already interviews. Recognizing actual health concerns need addressed. no trouble w/ disciplining when needed or ~~but~~ follows policy. Went through current steps.*

5pts. - Thorough response    3pts. - Moderate response    1pt. - Minimal response    Opts. - 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?

Employees need confidence what they share won't go further. If what they say breaks law, no. Why, then acknowledge what need. Always remain confidential with information given by employees.

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?

Open arms. Wants to be secure in the process herself. Welcomes to sit down and give suggestions. She doesn't know everything. Integrity of her office now was challenged along w/elections. Discussed voter rolls and the way experience is similar to what happens here and past office. Cgd procedures when could

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.

Asked about it ahead of time. Discussed certification of machine and how she was told. Annual testing of machine. Been a part of numerous machine and product testing in other venues.

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. Worked 102 hours in a week at current position. History of dedicated hours.

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