

## Interview Questions Elections Administrator Position

Applicant: Rina Moore Rater: Joe Briggs Date: 2/6/24

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

*Did job for 10 years - favorite part of the job office -  
developed strong processes. After election do brief to judge*

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.**

*Politics in family, BA for CAR. Learned from existing staff.  
Actual question to challenge early processes.. was a professional surveyor.. Took law series  
& took all training modules - CLE credits & worked with legislators. BA in Construction management*

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.**

*Election law is spread under multiple codes. Need some law changes to make the  
election process consistent. EA group email system for getting Assistance. work with legislators.  
Follow all laws. Work with candidates. Part of development team for elect MT system.  
Resisting against gas tax with that with ballot it was ready.*

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 Montana 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?**

*CAR legislative committee, involved in legislative process to develop good bills.  
Training is key especially Title 13*

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.

*on development team for 5 years. Flow charts developed that document training videos seen. Federal laws are consistent but every state is different. Looking forward to working in new system. written to be 1st in order*

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

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

*Consistency  
- changes in process confuse voters  
- hours of operation should be same year to year  
Take constructive criticism  
Be prepared in advance*

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

*All election folks get similar scrutiny. One method is to wake people through the process. Talked about balancing between tubular & vote, enjoys the process*

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

*Daily Basis of involvement. Used Fort Shaw Irrigation School district. Daily updates to jurisdiction, who's work & phone call*

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

*Meet deadlines. Took class in how to proof ballots. Multiple people proof ballots. Proofed  
o Ads.*

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

*West of Flood missed a block of voters. Issued the ballots & hand delivered the ballots & allowed them to vote in person instead of election officials.  
Printer diagnosed with terminal illness, unable to print ballots. Had to spin two shade to Haloux & had LOC printer do the work. The lesson was we needed duplex in the print stage. Need Backup*

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.

*Funds not went missing. contacted HR & followed up with*

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.

*Take responsibility for office facilities. Make sure staff is trained & supported.  
If people are not following the law action must be taken. Opposed to the use of volunteers in the office handling ballots. Trained election judges only.*

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?

*Gain trust  
Take Feedback - Listen  
Training of Staff  
Team Building exercises*

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?

*Two long term employees filled complaints against each other - called HR to mediate the situation. - Listen to people*

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?

*BIPA act (Anti Bully of Harassment laws)  
Conformed with required Action but lobbied against it. Had to uphold forms to campaign practices, The Court upheld overturned it*

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.

16 years experience - started doing the budget immediately upon taking office  
Need to know cost & then estimate actual costs. Budget study, Facts use, security, printing  
mailing, estimate of over/under, work with commission during budget process

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?

Issue of embezzlement of solid waste funds - let the media investigate.

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?

2002 - unethical spoken at commission. Try to educate & counter the mis information  
be professional & hold head up. Not just a local issue, occurred all over the state  
& nations. Follow law & stand by it.

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?

Consolidation of policy places. 30 different locations & automate in each.  
Additional staff requirements & logistical issues. Did a mock setup for the public to see how it would  
work. Invited the Yolla-buena county to speak to commission regarding our process.

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?

Need to be careful but if it disrupts operations it will need to be dealt with  
HR would need to be involved due to HIPAA.

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?

*If it is illegal - can not be confidential. not the point in confession*

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?

*Did these in the past. walked them through all processes. used her own bullet points to explain showed how to behave before tabulator & MT voter*

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.

*Prepare a test desk based on sos standards, NEVER use Vendor supplied Test Desk  
Gave an example of a failure in LOC with bad program,  
Multiple people hand count test desk prior to running the in-house test desk.*

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, long hours are expected. Law allows little flexibility.  
But preparedness minimizes the OT & emergency. Part of job. No stopping once started.*

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

17  
22  
23  
18  
17

Total Points: 97 ✓

### Interview Questions Elections Administrator Position 97

Applicant: RINA MOORE Rater: JIM L. Date: 2/6/2024

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

3 FORMER EA - 16 YRS - ENJOYED JOB  
NOT AS MUCH AS EXPECTED

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.

5 POLITICS IN FAMILY - CER - LEARNED THRU EXPERIENCE  
MANY CHANGES IN ELECTIONS - FULL EXPLANATION ON POSITION

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.

KNOWS LAW - REGS - POLICIES  
TRAININGS ARE KEY, LEGISLATION CHANGES MANY TIMES  
HANDSON ADMINISTRATOR - DEALT WITH ELECT MT.

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?

ON LEGISLATIVE COMMITTEE ON LAWS - RULES  
CHANGES IN TRAINING / LAWS

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.

SAT ON ELECT MT IMPLEMENTATIONS FOR 5 YRS.  
DEVELOPED ALL TRAINING MATERIALS / DOCUMENTS FOR ELECTMT  
MISSOURI TO KICK OFF ELECTMT VOTES.

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?

CONSISTENCE - NOT MUCH MEDIA - REPETITION MAKES ELECT. EASIER  
THINK AHEAD. BE PREPARED

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?

WALK PERSONS THRU OFFICE AND PROCESS  
STRESSFUL MATCHING OF TAB AND VOTE TALLY. THRILLS WITH THAT

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.

DAILY INVOLVEMENT WITH MEDIA, DISTRICTS, PEOPLE  
DEAL WITH PUBLIC, ALL JURISDICTION

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?

PROOF BALLOTS AND ALL MATERIALS

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?

WEST GF FLOOD DIST. - VOTERS MISSED  
HAND DELIVERED/BALLOTS - 12 VOTERS /OK  
PRINTER HEALTH ISSUES - BALLOT STOKK DELIVERED TO HELENA,  
HIRED NEW PRINTER - TAKING AW OTHER

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.

MONEY WENT MISSING - PERSON SENT HOME BY HR

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.

SELF DIRECTLY INVOLVED - STAFF TRAINED,  
ENCOURAGE STAFF OF DUTIES + BE COURTEOUS,  
CROSS TRAIN EMPLOYEES - TRAINED IN MT VOTE SYSTEM,  
DID NOT USE VOLUNTEERS IN OFFICE.

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?

GAINING TRUST - TRAINING - LISTEN TO STAFF SUGGESTION.  
TEAM BUILDING - WORKING TOGETHER

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?

TWO 40 YR EXPERIENCED EMPLOYEES - TALK IT OUT

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?

BIPA - NOT LIKE IT  
FOLLOWED LAW W/INTENDED IN COURT AND CHANGED.

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

4 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. **BEGAN YEARS AGO WITH SOMEONE ELSE DOING BUDGET**  
**LEARNED TO BUDGET/SELF - PUT ALL COST INTO BUDGET**  
**BRINGING TO COMMISSION / YR AFTER YR**

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

2 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?

**TURNED OVER TO HR TO RESOLVE →**

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?

**2022 - DIFFICULT YEAR - LOTS OF DISPARAGEMENT -**  
**JUST KEEP GOING = UNTRUTHS/PRESSURE → DO JOB AS BEST YOU CAN**

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

5 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?

**2007 CONSOLIDATION OF POLLING PLACES**  
**38 POLLING PLACES IN COUNTY - EASIER TO MANAGE**  
**DECISION HAD TO BE MADE, SET UP PRIOR TO ELECTION - SUCCESSFUL**  
**WORKED WITH YELLOWSTONE CO FOR THEIR ELECTION CONSOLIDATION**

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

2 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?

**BE CAREFUL TO BE SURE THEY ARE SICK,**  
**TURN OVER TO HR, TRY TO PROVE,**

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?

DETERMINE LEGALITY FIRST,

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 LEADERS THROUGH PROCESS TO SHOW THAT IT WORKS,  
BALLOTS MUST MATCH ELECTMT.

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.

TEST DECK NOT LESS THEN 300 - PROVE TAB SETUP CORRECTLY  
HAND TESTED IN PUBLIC, - TABULATOR THEN COUNTS,

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?

ABSOLUTELY, NOT, JUST WORK HARD WITH STAFF,  
KEEP IN STEP WITH LAW. PART OF JOB/GET IT DONE

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

## Interview Questions Elections Administrator Position

Applicant: Angeline Moore Rater: Commissioner Gulthorudi Date: 2-06-2024

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

*Elected as such for 16 yrs, job cost "all my peace". Enjoyed public and media*

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.**

*Small child, politically involved. Politics in family. Clerk + Recorder.  
Last thing want to hear is "because we've always done it this way!" Legislative  
relationships. Lied about closing elections office when supervising it. BA degree.*

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.**

*Wants to work w/ legislative delegation to write bills. Mentions training is key.  
States laws of unigation and special districts are not clear. After reading  
again states hands-on with all of it. Some history, as she knows, about East MT.*

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 Monona 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?**

*References being on legislative committee for Clerk + Recorder. Explained training  
to key and refer*

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.

She did participate in ElectMT. Explained how process of their study went and other observations as such. Would agree participation important for future.

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?

Consistency, Reference media. Recognize short coming and taking criticism. Be prepared. "Left" prior administrator is 16 yrs vet and supplies but feels carry through did not meet her standards.

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?

75% Election admin. elected on the party "I am not". Knowing process. most stressful part of job are machine #'s vs. accepted ballots vs. polls. Shows on that kind of activity. More stress empowers.

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.

Daily basis must communicate w/ special districts and public. Absolutely necessary to deal w/all. "Pick up the phone" and respond.

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?

"Always run our ads on-time". Mentions Ron Pecosman highlight their errors. Spoke about a class taken where trained to read ballots and readily backwards. Believes backward reading is key.

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?

WGF Flood states not run correctly. Block of voters missed. Hand-delivered ballots to voters. Did they consult legal? Print Shop printer could not print general sed. so drove stock to Helena for printing. Cost was excessive for County. ~~States~~ States

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.

States all but myself (named me) were in a situation regarding Ken M. States HR was involved as well as authority but does not answer this question. Rather states it was handled appropriately

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.

Chat each day w/ those that had. Read twice. Every member of office as she supervised were cross-trained. Absolutely opposed to volunteers in the office for lack of training. States Public lacks confidence in volunteers looks @ bugs and says, "this is like an IT interview". Both smile and nod

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?

Beinly trust, show process you want implemented and share info. Sometimes it means buying them lunch or donuts. Mentions Joe probably remembers "Fun Friday!"  
Listen to your people

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?

40 yr old employees (longevity) and between depts. Had a disagreement and HR was brought in

Skip initially

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?

BRFA Problem/ form but had to adhere. Implemented and did it, then it went away. Mentions legislation again. Brings up doesn't like poll voting.

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.

Had Jess Anderson review her budget. Mentions Pandy Hand. Says simple vs. what it used to be when more depth. Doesn't speak to issue of govt. budget, but speaks to factors to consider "16 yrs of experience"

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?

Sending one of her staff members home. Had known individual 20+ yrs and didn't see it coming. Sent issue to HR. Then advised through policy.

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?

2022 filled w/ pressure. Mentions untruths about processes. Mentions personal issues. ~~Expects~~ demeanor when mentioning "misinformation". Bias toward regarding public during that time. Say what you can say and "think you can get away with it".

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?

"bombed by her own party" regarding another administrator. prior scenario of consolidating polls in county.

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?

Careful w/ questioning someone due to HIPA, then give to HR. Doesn't answer that she would take action.

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

\*\*noticing this candidate changes her demeanor when I ask questions to her.

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?

*"Not the priest in the confessional"*

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?

*mentions Lew Zink and Steve Vredge. Demeanor elevates. Explains what she walked them through in process. Would never have had a problem. Showed "these people"*

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.

*Test deck. Never less than 300 ballots. This question was asked to be removed by 2 Commissioners. Larson sent his request to remove late day 2/05/2014 in an email.*

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?

*Absolutely not. 4 1/2 ~~hr~~ hour process ~~to~~ see longest stretch.*

5pts. - Thorough response

3pts. - Moderate response

1pt. - Minimal response

0pts. - No response