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Regional Election Monitor Contractor

The Northeastern Connecticut Council of Governments (NECCOG) is seeking a consultant to perform regional election monitoring under the supervision of the NECCOG Executive Director and at the direction of the Connecticut Secretary of the State. This is a contractual position to be funded by the Connecticut Secretary of the State through NECCOG. The contractor will also work with registrars and other town officials from the sixteen member municipalities of NECCOG.

In the June 2015 Special Session, the Connecticut General Assembly passed Connecticut Public Act 15-5. Sections 442, 443 and 444 of this bill requires a regional monitor within each planning region, as defined in section 4-124i of the general statutes who shall represent, consult with and act on behalf of the Secretary of the State in preparations for and operations of any election, primary or re-canvass, or any audit conducted pursuant to section 9-320f of the general statutes.

Total Compensation: \$8,600 per annum

Summary of Position

Within the Municipal Services department, perform the duties necessary to fulfill the duties outlined PA 15-5, Sections 442-444 and contained in the Memorandum of Understanding between the Connecticut Secretary of the State (SOTS) and the Capitol Region Council of Governments. Hiring is contingent on approval of the MOU by the NECCOG Policy Board.

The Regional Election Monitor will be housed at the NECCOG office and will be provided with supplies, equipment and services necessary to properly carry out the duties of the position. The Regional Election Monitor will be a contract consultant. The Regional Election Monitor will be paid upon satisfactory completion of their duties. Such payments are inclusive of any and all work performed and expenses incurred.

Essential Duties and Responsibilities

Coordinate regional instructional sessions for the certification of moderators and alternate moderators;

Coordinate the number of such regional instructional sessions to be held, provided at least one such regional instructional session shall be held within the COG at the facilities of the COG prior to each regular election;

Communicate with registrars of voters to assist, to the extent permitted under law, in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to CGS §9-320f; and

Transmit any order issued by the Secretary of the State, pursuant to CGS §9-3.

Keeping the COG informed of their activities and drafting periodic reports of these activities and the progress of services as requested.

Additional duties, to the extent permitted under law may include:

Assist in the preparation and editing of ballots, forms and instructions related to elections, furnish information and educational materials for election officials, candidates, and political committees concerning elections; may conduct training for election officials.

Desirable Knowledge, Skills and Abilities

Considerable knowledge of Connecticut election laws; interpersonal skills; oral and written communication skills; considerable ability to interpret and clearly explain election laws; ability to interpret complex legislation; ability to utilize computer software.

General Qualifications and Experience

The regional election monitor shall (1) be an elector of this state, (2) perform the duties of the position in a nonpartisan manner, (3) have prior field experience in the conduct of elections, and (4) be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable. Revocation or non-renewal of this certification will be grounds for immediate termination by NECCOG.

The regional election monitor needs a valid driver's license or the ability to obtain.

Certification and Specific Qualifications

The regional election monitor shall be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable. The Secretary shall certify the regional election monitor if such individual successfully completes the training required. Such certification training shall include successful completion of Moderator Certification Training pursuant to CGS §9-229; successful completion of the Secretary of the State's On-Line Poll Worker Training Program; and successful completion of modules four (4) and seven (7) of the Registrar of Voters Certification Program pursuant to CGS §9-192a. (Approximately 12 hours of training total)

The Secretary shall not so certify any individual who has been convicted of or pled guilty or nolo contendere to, in a court of competent jurisdiction, any (i) felony involving fraud, forgery, larceny, embezzlement or bribery, or (ii) criminal offense under Title 9 of the general statutes.

Any such initial certification granted shall expire two years after the date of its granting. Prior to expiration of the initial or any subsequent certification, the regional election monitor may undergo an abridged recertification process prescribed by the Secretary, and upon successful completion thereof, such certification shall be renewed for two years after the date of such completion. The Secretary may revoke such certification, with or without cause, at any time.

Supervision

The regional election monitor shall not be considered a state employee and shall be compensated for the performance of any duty agreed upon by the COG and reimbursed for necessary expenses incurred in the performance of such duties by the COG. The COG may terminate such contract for any reason.

Such regional election monitor is subject to the control and direction of the Secretary of the State.

Revocation by the Secretary of the State of such regional election monitor's certification constitutes breach of such contract and results in immediate termination of such contract.

Such regional election monitor will be retained, absent termination of such contract by the COG, until at least thirty days after such regular election.

Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work in an office setting.

Term

The contract term shall be on a calendar year basis with annual renewal options.

Contact Information

Each proposer interested in providing these services shall prepare a brief proposal highlighting their resume, and a cover letter outlining their qualifications. Consulting or law firms are also invited to respond with the same information. The proposal should be sent to the Executive Director, NECCOG, PO Box 759, Dayville, CT 06241 no later than 2:00 pm on Thursday, February 25, 2016. Electronic submissions are acceptable toneccogoffices@neccog.org.

NECCOG is an Equal Opportunity Employer. EOE/M/H/F