

## **Job Description, GPUS Elections Database Manager**

The GPUS Elections Database Manager generally has the role and responsibility to manage data entry, publish reports based upon the data, facilitate the development of the GPUS Elections Data Base, and make periodic reports about this work; including by the following:

### **1. Data Entry and Quality Control**

1.1 Enter data about Green Party members running for office in the United States, in keeping with the GPUS definition of a Green candidate and officeholder <https://www.gpelections.org/green-party-candidate-officeholder-definition/>.

1.2 Train State Party Database Agents on data entry. Oversee data entry by State Party Database Agents for quality control, accuracy and completeness, in keeping with the GPUS definition of a Green candidate and officeholder <https://www.gpelections.org/green-party-candidate-officeholder-definition/>.

1.3 Complete an audit of the full elections history in the Database; correct errors and work with state parties and past candidates to fill in missing fields of information.

1.4 Conduct research to identify Green candidates and officeholders not otherwise reported by state parties and/or otherwise to the GPUS, especially Greens running in non-partisan elections.

1.5 Enter data for the presidential results section of the Database, to include all relevant information going back to the first Green presidential campaign in 1996.

### **2. Reports on data**

2.1 Produce pre- and post-election reports and analysis in a timely manner during each election cycle on the number of Green candidates and officeholders and (in the case of post-election reports) their election results, and share these reports with the National Committee, the Coordinated Campaign Committee, the Media Committee and on social media.

2.2 Provide information to the Media Committee to aid the Media Committee in issuing press releases on Green candidates and officeholders and Green election results.

2.3 Update Green elections history summary/analysis/reports currently listed in the pull-down menus of Elections Database and create new reports, including (a) reports comparing annual Green election results and results in general over time (in a variety of categories) and other historical trends; and (b) lists of success and milestones by Green candidates and officeholders. (Examples of lists of success are existing pages for Green legislative majorities <https://www.gpelections.org/greens-in-office/green-legislative-majorities/> and of Greens who have served in state legislatures <https://www.gpelections.org/greens-in-office/greens-in-state-legislatures/>.)

2.4 Implement a system to track the number of Greens holding elected office at any time in U.S. Green history, and produce reports based upon those totals and trends, both in total number of officeholders and the number holding different types of office.

2.5 Integrate candidate results from the Elections Database into the GPUS state party Ballot Access histories published on [gpus.org/ballot-status](http://gpus.org/ballot-status).

2.6 Produce reports for internal party consumption on the gender, racial and ethnic makeup of Green candidates.

2.7 Provide state parties with exports of information about their state parties candidate history.

### **3. Skills sharing and training**

3.1 Train, administer and oversee State Party Database Agents to enter information for Green Party members running in their states.

3.2 Work with state parties and volunteers to train them to conduct their own research to identify Green Party members running in non-partisan races.

### **4. Database functionality**

4.1 Create a GPUS Document Elections Database Owner's Manual to

document the tasks of the Manager and the overall workings of the Database, including documenting which functions are automated and which require manual work (and how to perform the manual function), so that institutional knowledge of the Database's functionality is passed on by the Manager to the GPUS no later than the end of the period of this agreement.

4.2 Work with volunteers on the Database test site, to bring into functionality, existing upgrades that were not completed by the Database designer during the period of paid work. Consult with and report on these updates to the Coordinated Campaign Committee and Steering Committee.

4.3 Work with volunteers on the Database test site, to test and bring into functionalities, new functionalities envisioned in the specifications but never added by the Database designer during the period of paid work. Consult with and report on these updates to the Coordinated Campaign Committee and Steering Committee.

4.4 Generally work to achieve the goals described in the Phase I, II and III specifications referenced below

4.5 Make recommendations to the Coordinated Campaign Committee and the Steering Committee about potential Phase IV Database upgrades.

4.6 Produce a draft Database Access Protocol for the access and use of Confidential contact information for candidates, and for access to exported data regarding candidate election results, and submit it to the Coordinated Campaign Committee and the Steering Committee

## **5. Accountability**

5.1 Report tri-annually to the Coordinated Campaign Committee, preferably at any of its monthly teleconferences, on progress towards achieving the objectives of the MOU (project status reports), allowing for mutual availability and agenda scheduling flexibility.

5.2 Report annually to the Steering Committee on progress towards achieving the objectives of the MOU at one of its bi-monthly teleconferences, and/or at another meeting set up specifically for this purpose at a time of mutual

agreement.

5.3 Make a project status report (in-person or virtual) to the National Committee about the Database during GPUS Annual National Meetings (ANM) which the Database Manager is able to attend

5.4 Lead a workshop (in-person or virtual) on the Database at any ANM in 2022 and 2023 in which the Database Manager is able to attend, and/or make a presentation as part of a Coordinated Campaign Committee-led workshop

#### REFERENCES:

MEMO: GPUS Elections Data Base Upgrade Specifications. Submitted to GPUS Coordinated Campaign Committee by Mike Feinstein, November 20, 2015

[https://d3n8a8pro7vhmx.cloudfront.net/greenpartylacounty/pages/1/attachments/original/1613848804/Memo\\_GPUS\\_Elections\\_-\\_Data\\_Base\\_specs.pdf](https://d3n8a8pro7vhmx.cloudfront.net/greenpartylacounty/pages/1/attachments/original/1613848804/Memo_GPUS_Elections_-_Data_Base_specs.pdf)

Proposal for GPUS Elections Database Upgrade, Phase I. Posted to GPUS National Committee during October 2016 discussion on Proposal #850, that allocated funding to create the new, current GPUS Elections Database.

[https://d3n8a8pro7vhmx.cloudfront.net/greenpartylacounty/pages/1/attachments/original/1613849458/GPUS\\_Elections\\_-\\_Data\\_Base\\_Phase\\_I\\_Proposal.pdf](https://d3n8a8pro7vhmx.cloudfront.net/greenpartylacounty/pages/1/attachments/original/1613849458/GPUS_Elections_-_Data_Base_Phase_I_Proposal.pdf)

GPUS 2017 Budget Amendment- Elections Database

[https://d3n8a8pro7vhmx.cloudfront.net/greenpartylacounty/pages/1/attachments/original/1613850008/GPUS\\_2017\\_Budget\\_Amendment%C2%A0-\\_Elections\\_Data\\_Base.pdf](https://d3n8a8pro7vhmx.cloudfront.net/greenpartylacounty/pages/1/attachments/original/1613850008/GPUS_2017_Budget_Amendment%C2%A0-_Elections_Data_Base.pdf)