

Personnel Deployment and Training Requirements

URCVT v. 1.2.0 10-NY Personnel Deployment and Training v.1.0.0 document is solely for use in the State of New York. This document can be expanded or updated as is necessary or required. Any recommendations listed in this document should not supersede user jurisdiction procedures or other controlling governance entities.

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The jurisdiction using this software shall require that all system operators be familiar with all documentation and have demonstrated a thorough knowledge of the operation procedures prior to tabulating ballots in an official election.

Personnel requirements for each of the following functions, as required by VVSG and New York State

- a. Pre-election or election preparation functions (e.g., entering an election, race and candidate information; designing a ballot; generating pre-election reports;
 - 2 (one of each major party or in compliance with the jurisdiction's guidelines/rules regarding partisan participation in tabulation functions). Skill level: basic knowledge of how to interact with a desktop application.
- b. System operations for voting system functions performed at the polling place;
 - No functions are performed at the polling place by this equipment.
- c. System operations for voting system functions performed at the central count facility;
 - 2 (one of each major party or in compliance with the jurisdiction's guidelines/rules regarding partisan participation in tabulation functions). Skill level: basic knowledge of how to interact with a desktop application.
- d. Preventive maintenance tasks;
 - 2 (one of each major party or in compliance with the jurisdiction's guidelines/rules regarding partisan participation in tabulation functions). Skill level: basic knowledge of how to interact with a desktop application.
- e. Diagnosis of faulty hardware or software;
 - 2 (one of each major party or in compliance with the jurisdiction's guidelines/rules regarding partisan participation in tabulation functions). Skill level: knowledge of how to retrieve and install URCVT software from a trusted source (requires one-hour training). The trusted source in New York State is the New York State Board of Elections escrow.
- f. Corrective maintenance tasks; and
 - 2 (one of each major party or in compliance with the jurisdiction's guidelines/rules regarding partisan participation in tabulation functions). Skill level: basic knowledge of how to interact with a desktop application.
- g. Testing to verify the correction of problems.
 - 2 (one of each major party or in compliance with the jurisdiction's guidelines/rules regarding partisan participation in tabulation functions). Skill level: basic knowledge of how to interact with a desktop application and review ranked-choice voting results.

A description shall be presented of which functions may be carried out by user personnel, and those that must be performed by vendor personnel.

- All functions can be performed by user personnel. Vendor personnel are not needed to perform any of the above functions. Vendor personnel are available to support as needed.

V.2:2.10.2 Training

The vendor shall specify requirements for the orientation and training of the following personnel:

- a. Poll workers supporting polling place operations.
 - None. No functions are performed at the polling place by this equipment, so no poll workers will interact with the software.
- b. System support personnel involved in election programming.
 - 2-6 hours of training provided by agreed-upon methods between vendor and user. Training may include but is not limited to video calls, in-person training, and tutorial videos.
- c. User system maintenance technicians.
 - 2-6 hours of training provided by agreed-upon methods between vendor and user. Training may include but is not limited to video calls, in-person training, and tutorial videos.
- d. Network/system administration personnel (if a network is used). None.
 - No network is used in the software.
- e. Data personnel; and
 - 2-6 hours of training provided by agreed-upon methods between vendor and user. Training may include but is not limited to video calls, in-person training, and tutorial videos.
- f. Vendor personnel.
 - 4-8 hours of training. Training may include but is not limited to video calls, in-person training, and tutorial videos.

V.2:4.3.5 Availability

Vendors shall specify the typical system configuration that is to be used to assess availability and any assumptions made with regard to any parameters that impact the MTTR. These factors shall include at a minimum:

- e. Recommended number and locations of spare devices or components to be kept on hand for repair purposes during periods of system operation documentation: Personnel deployment and training requirements.
 - Recommend backup Tabulator computer as well as backup Tabulator USB stick stored in accordance with user jurisdiction security policies (or our security policies laid out elsewhere in the security documentation)
- f. Recommended number and locations of qualified maintenance personnel who need to be available to support repair calls during system operation.
 - 1-2 qualified personnel. Personnel who have been adequately trained, as required above, may serve as maintenance personnel. Recommend at least one person available in or near the tabulation location. Vendor personnel can be made available for support and consultation both via phone/virtually and in-person.
- g. Organizational affiliation (i.e., jurisdiction, vendor) of qualified maintenance personnel.
 - Vendor staff or jurisdiction staff.

Document Revision History

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