



STATE OF COLORADO APPLICATION FOR ANNOUNCED VACANCY

A completed Demographic Information Form must be attached to this completed form when submitted to the agency listed in the job announcement.

JOB TITLE AS ANNOUNCED: Management, (working title, Elections Director)			
CLASS CODE: H6G8XX			
POSITION NUMBER: VAA00048			
AGENCY ANNOUNCING VACANCY:			
NAME: Scarpello	Michael	J	Suffix

Received by
MAY 7 8 2009
Secretary of State

Recruitment Information: Check the one (1) that best describes how you learned about the job you have applied for.

<input checked="" type="checkbox"/> A. State of Colorado website <input type="checkbox"/> B. State Agency website <input type="checkbox"/> C. Other website <input type="checkbox"/> D. Denver Post <input type="checkbox"/> E. Rocky Mountain News <input type="checkbox"/> F. Other newspaper <input type="checkbox"/> G. State Agency newspaper/newsletter <input type="checkbox"/> H. Radio <input type="checkbox"/> I. Television	<input type="checkbox"/> J. Posted announcement at 1313 Sherman Street <input type="checkbox"/> K. Posted announcement at State Agency Office <input type="checkbox"/> L. Posted announcement at Workforce Center <input type="checkbox"/> M. Posted announcement at school placement office <input type="checkbox"/> N. Job Fair <input type="checkbox"/> O. Friend/Relative <input type="checkbox"/> P. Current State Employee <input type="checkbox"/> Q. Other
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FOR AGENCY USE ONLY	
Application Received:	Application Entered:
Application Reviewed:	
<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> CONDITIONAL ACCEPT	
Reason for reject/conditional accept:	
Second Review of Application: <input type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE	

NAME: Scarpello	Michael	J	Suffix
Job Title: Management - Elections Director			Position Number: VAA00048

LICENSES/CERTIFICATION/REGISTRATIONS: If a license/certificate/registration is required for the job for which you are applying (e.g., Journeyman Plumber, Professional Engineer, etc.) complete the following:

Professional/Specialty License Type:	License Number:
Expiration Date:	State and/or Agency Granting License:

LANGUAGE PROFICIENCY: List language skills, other than English, you have and your level of proficiency (speak, read, write, etc.)

Language:	Level of Proficiency:
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EDUCATION HISTORY: This section must be accurate and complete. The application is used to determine if you meet the minimum job requirements as published in the job announcement.

High School Graduate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
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UNIVERSITY/COLLEGE (UNDERGRADUATE, GRADUATE, POST GRADUATE)

Name: University of Nebraska at Omaha		Location: Omaha, NE		Attended From - To (Mo-Yr)	
Degree Awarded: BGS	Date: 5/11/1991	Major Field of Study: Management	Minor Field of Study:	Total Semester Hours:	
Name: University of Nebraska College of Law		Location: Lincoln, NE		Attended From - To (Mo-Yr)	
Degree Awarded Juris Doctorate	Date 5/6/1995	Major Field of Study Law	Minor Field of Study	Total Semester Hours	
Name:		Location:		Attended From - To (Mo-Yr)	
Degree Awarded	Date	Major Field of Study	Minor Field of Study	Total Semester Hours	

BUSINESS, TRADE, TECHNICAL, VOCATIONAL SCHOOL OR MILITARY TRAINING

Name Omaha Joint Electrical Apprenticeship & Training School		Location: Omaha, NE		Attended From - To (Mo-Yr)	
Title of Program or Subjects Taken Electrician Training		Total Classroom Hours	Certificate Received <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date 5/7/1989	
Name:		Location:		Attended From - To (Mo-Yr)	
Title of Program or Subjects Taken		Total Classroom Hours	Certificate Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	

NAME: Scarpello	Michael	J	Suffix
Job Title: Management - Elections Director			Position Number: VAA00048

EMPLOYMENT HISTORY: List your employment history starting with the most recent job, including part-time, temporary, and volunteer jobs. If more than one job was held with a given organization, list each job held as a separate period of employment. Under "Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities as they relate to the job for which you are applying. Be complete and specific in detailing of duties. Information must be accurate. If it is found that information provided is falsified, you will not be considered for a job with the State of Colorado and/or may be removed from a job after hire. If you need additional space attach a separate sheet of paper using the same format.

EMPLOYER/Kind of Business City and County of Denver		Your Job Title Director of Elections	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code) 3888 E Mexico Ave., Denver, CO 80210			From: Mo August 20	Yr 2007
Supervisor Name: Stephanie O'Malley	Title: Clerk and Recorder	Phone: 720-913-5306	To: Mo Current	Yr
Duties: Communicates, supports and integrates the organization's strategic plan into functional and operational area(s). Provides expert advice in specialized functional/technical area(s) to others internally and externally. Regularly uses communication skills to influence, persuade, mediate and/or negotiate with others to make decisions and/or take actions of major consequence or long term significance to the organization/operation. Researches financial impacts, consequences of proposed projects, programs, actions, and provides justification to managers and/or executives and others as part of review/approval process. Identifies causes and solutions to short- and long-term service and/or operational issues and prioritizes and assigns staff/resources accordingly. Devises strategies to capitalize on new opportunities or resolve unforeseen issues and problems. Supports the creation and execution of strategies for the organization and/or the assigned subcomponents of the organization to meet overall goals and objectives. Contributes to and participates in the organization's strategic planning process. Implements operational structure, goals, objectives, plans, processes, programs and projects. Plans, designs and develops programs, projects, procedures and standards utilizing functional/technical expertise and directs and manages their implementation. Manages and directs subordinate staff; sets priorities; provides general guidance and instruction on expected outcomes; delegates and reviews work. Initiates and implements hiring procedures, oversees and/or conducts interviews, approves subordinate staffs' candidate selection decisions/recommendations. Develops and implements standards, procedures, systems and/or guidelines for operational and/or functional area(s) and for subordinate managers, supervisors, and/or staff.			Hours Per Week 65	
			Monthly Salary ██████████	
			Number Professional Employees Supervised: 21	
			Number Non-Professional Employees Supervised: 2400	

EMPLOYER/Kind of Business Douglas County, NE		Your Job Title Elections Manager	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code) 225 N 115 Street, Omaha, NE 68154			From: Mo June	Yr 2004
Supervisor Name: David Phipps	Title: Election Commissioner	Phone: 402-444-7141	To: Mo August	Yr 2007
Duties: Responsible for all of the daily activities of the Election Commission. Coordinates strategic planning including development of goals, objectives, and operational plans. Coordinates the budgeting process. Directs projects and approves processes and procedure for voter registration, ballot programming and counting, technology projects. Prepares staffing plans and manages activities of all election staff. Monitors and follows election laws and rules.			Hours Per Week 60	
			Monthly Salary \$ ██████████	

	Number Professional Employees Supervised: 14 Number Non-Professional Employees Supervised: 2000
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NAME: Scarpello	Michael	J	Suffix
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Job Title: Management - Elections Director	Position Number: VAA00048
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EMPLOYER/Kind of Business Douglas County, NE	Your Job Title Chief Deputy Election Commissioner	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code) 225 N 115 Street, Omaha, NE 68154		From: Mo	Yr
		Feb	2000
Supervisor Name: Dave Phipps	Title: Election Commissioner	Phone: 402-444-7141	To: Mo
			Yr
			June
			2004
Duties: Responsible for all of the daily activities of the Election Commission. Coordinates strategic planning including development of goals, objectives, and operational plans. Coordinates the budgeting process. Directs projects and approves processes and procedure for voter registration, ballot programming and counting, technology projects. Prepares staffing plans and manages activities of all election staff. Monitors and follows election laws and rules			Hours Per Week
			Monthly Salary [REDACTED]
			Number Professional Employees Supervised: 14
			Number Non-Professional Employees Supervised: 100

EMPLOYER/Kind of Business	Your Job Title	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code)		From: Mo	Yr
Supervisor Name:	Title:	Phone:	To: Mo
			Yr
Duties:			Hours Per Week
			Monthly Salary \$

Number Professional
Employees Supervised:

Number Non-Professional
Employees Supervised:

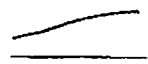
NAME: Last Name	First Name	Middle Name	Suffix
Job Title:			Position Number:

EMPLOYER/Kind of Business		Your Job Title	DATES OF EMPLOYMENT	
Address(Street, City, State, Zip Code)			From: Mo	Yr
Supervisor Name:			Title:	Phone:
			To: Mo	Yr
Duties:			Hours Per Week	
			Monthly Salary \$	
			Number Professional Employees Supervised:	
			Number Non-Professional Employees Supervised:	

REFERENCES: List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the job for which you are applying. Do not repeat names of supervisors listed under work history. They may be contacted as well.

Name Stephanie O'Malley	Business/Occupation Clerk and Recorder	Relationship Employer
Address (Street, City, State, Zip Code) 201 West Colfax, Denver, CO 80202 - 720-913-5306		Phone 720-913-53
Name Carlos Castillo	Business/Occupation Director, Nebraska Dept of Administration Services	Relationship Ex-employer
Address (Street, City, State, Zip Code) State Capitol, Room 1315, Lincoln, NE 68509 402-471-2331, 402-672-2063		Phone
Name Terry Moore	Business/Occupation President, Omaha Federation of Labor	Relationship
Address (Street, City, State, Zip Code) 3000 Farnam Street, Omaha, NE 68131 - 402-346-4800		Phone 402-346-48

CERTIFICATION: I certify that I possess the experience, education and/or licenses required for the job for which I am applying. I also certify that all statements, information and documents provided with this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and subsequent testing may result in my NOT being considered for jobs with the State of Colorado; may constitute grounds for discipline and/or termination after hire; and/or may constitute grounds for further actions pursuant to law. If requested, I can and will supply documentation that will confirm that the entries made on this application are true, complete and correct. Notice to Individuals applying for employment with a child care provider or facility, per Colorado Revised Statutes (C.R.S) §26-6-105.5, "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in this application is guilty of perjury in the second degree as defined in section 18-8-503, Colorado Revised Statutes, and, upon conviction thereof, shall be punished accordingly." I am also aware that the State of Colorado has a payroll direct deposit requirement for employment. When needed I can

	Date 5/19/09
not be considered)	Date