



Department of Employee Relations

Job Evaluation Report

City Service Commission Meeting: June 17, 2025

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

Election Commission

Current	Recommendation
Voter Outreach and Education Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position)	Voter Engagement Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The Election Commission has requested that the Voter Outreach and Education Coordinator be retitled to Voter Engagement Coordinator to better reflect the duties and responsibilities of the position. Conversations were held Paulina Gutierrez, Election Commission – Executive Director.

The Voter Engagement Coordinator oversees all aspects of voter registration and voter engagement programs and initiatives for the Election Commission. This includes maintaining the City's voter registration data which is stored in the Wisconsin Election Commission's WisVote system. The position is responsible for tracking and complying with state law requirements surrounding voter registration maintenance and clean up, including felon audits, confidential voters, and mover's lists. They are also responsible for planning, coordinating and managing all of the processing of Election Day Registrations (EDRs) within state deadlines for all elections. This position serves as the expert on voter registration policies, procedures, and state requirements for the department, advising the department on voter registration inquiries, concerns, or issues. Working with the post-election team, the position is the central liaison to the state in relation to complex voter registration issues and/or reconciliation issues.

Under the direction of the executive and management team, this position also coordinates the department's civic engagement and voter outreach initiatives for the purposes of engaging prospective voters to register to vote. This includes representing the department at community events, liaising with other departments to enhance outreach impact and resources, and coordinating with community organizations interested in the election process. The position will also lead any required planning and execution of social media strategies, flyers and other publicly available information regarding elections for voters and community organizations. The position is responsible for managing the voterinfo@milwaukee.gov email account that serves as the central point of contact for all voters in the City of Milwaukee. They are responsible for problem-solving issues related to voter registration, and for flagging the appropriate staff to emails that cannot be solved without their input. They are also responsible for confirming receipt of email and ensuring a response from the department in a timely manner.

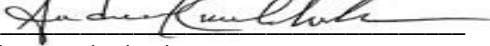
Analysis and Recommendation


The Election Commission has made no changes to the responsibilities of this position. The request for a new title is a strategic decision to create a title that is more global in scope. This new title encompasses all of the position's responsibilities.

This report therefore recommends the current title of Voter Outreach and Education Coordinator in pay range 2FX be changed to Voter Engagement Coordinator in pay range 2FX with no change in pay rate.

Action Required - Effective Pay Period 15, 2025 (July 6, 2025)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: 
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Reviewed by: 
Harper Donahue IV, Employee Relations Director