



Department of Employee Relations

Cavalier Johnson

Mayor

Jackie Q. Carter

Director

Molly King

Employee Benefits Director

Nicole M. Fleck

Labor Negotiator

Job Evaluation Report (Revised March 10, 2026)

City Service Commission Meeting: March 10, 2026

Election Commission – Seasonal Staff

Current	Recommended
<p>Temporary Early Voting Coordinator (0.75 FTE) PR 9HN (\$51,250 – \$73,907) FN: Recruitment is at \$64,264 FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)</p>	<p>Seasonal Election Program Assistant PR 9HN (\$51,250 – \$73,907) FN: Recruitment is at \$62,229 (2 Positions [0.53 FTE])</p>
<p>Temporary Office Assistant II (0.39 FTE) PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (11 Positions)</p>	<p>Seasonal Election Worker Lead PR 9KN (\$43,023 – \$55,397) FN: Recruitment is at \$44,909 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (12 Positions [0.72 FTE])</p> <p>Seasonal Election Worker II PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (160 Positions [0.39 FTE])</p>
<p>Temporary Office Assistant I PR 9FN (\$37,114 – \$50,696) FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>	<p>Seasonal Election Worker I PR 9FN (\$37,114 – \$50,696) FN: Incumbents are limited to the minimum of the range. FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>

Temporary Election Laborer (0.73 FTE) PR 9BN (\$44,862 – \$55,209) (6 Positions)	Seasonal Election Laborer II PR 9BN (\$44,862 – \$55,209) FN: Recruitment is at \$47,105 (15 Positions [0.73 FTE])
	Seasonal Election Laborer I PR 9BN (\$44,862 – \$55,209) FN: Incumbents are limited to the minimum of the range. (Underfill Title)

Note: Residents receive a 4% Resident Incentive Allowance.

The Milwaukee Election Commission (MEC) has requested a study of its Seasonal Staff positions. The department seeks to better align seasonal administrative support positions to create work efficiencies and develop a career track for seasonal staff from intermittent to fulltime City employment. Job descriptions were provided and discussions were held with Paulina Gutiérrez, Election Commission - Executive Director, and Maricha Harris, Election Commission - Deputy Director.

Background

The City of Milwaukee Election Commission’s mission is to ensure that elections are administered in a fair, transparent, equitable and accessible manner in order to instill voter confidence in the democratic process.

Given the unique nature of election administration, seasonal election workers, especially those with previous election experience, are critical to sustain. An election season typically begins in December on an odd year and runs through May of the following odd year, creating a 16-month season with three election cycles whereby seasonal workers are hired to complete various duties in order to prepare, administer and reconcile each election. During a 16-month season, the Milwaukee Election Commission will administer six (6) regularly scheduled elections (two elections within each of the three cycles). Prior to an election, the Election Commission employs approximately 154 seasonal staff. The majority of seasonal election workers and laborers return every year to work elections, and can work in various duties and position titles.

The Election Commission has requested the seasonal staff positions be retitled from temporary to seasonal in recognition of the 16-month election season. Developing a seasonal election worker job series will aid in recruitment and retention of seasonal staff. It will also create a career track from seasonal part-time staff to full-time City employment.

Additionally, as technology and the election environment changes, MEC must adjust operations, increase training and enhance security to accommodate growing voter turnout, increased security needs, and statutory changes to election administration. Expanding the number of seasonal positions provides a more strategic approach to training and hiring so that specific duties are better aligned with positions.

Duties and Responsibilities

Seasonal election staff provide support to full-time election staff during pre- and post-election timeframes, approximately 8 to 10 weeks before and after an election. Key duties include completing various election administrative tasks required by state law.

Essential Functions for all Seasonal Election Worker titles:

Administrative:

- Assist with operational efficiency by serving customers and providing clerical support including receptionist duties, typing documents, data entry and recordkeeping.
- Maintain files in both paper and electronic formats.
- Prepare and process correspondence, reports, meeting agendas and minutes and other documents using Microsoft Word and other systems.
- Enter, update, and maintain data in various computer databases.
- Sort and distribute mail to ensure it reaches the proper recipients.
- Assist with completing and mailing election materials.
- Complete various election administrative tasks required by state law.
- Handle election materials under the supervision of a full-time election official; process voter registrations, assemble election supply kits, reconcile post-election numbers, review forms for compliance, complete data entry, label, sort, and a variety of other tasks.

Customer Service:

- Answer telephones, direct calls, and take messages.
- Provide excellent customer service to internal and external customers by phone and in person, including responding to inquiries and explaining departmental policies and procedures. This includes providing customer service to voters, including reception desks at Election Commission offices and at public events, voter registration interactions, and/or early voting (in person absentee voting and/or special voting deputy voting).
- Solve problems while handling various voter inquiries and represent the Election Commission in a professional manner to members of the public.

Election:

- Complete state required training and maintain state and locally required standards in order to administer elections in the City of Milwaukee.
- Obtain access and understand the state's WisVote system (must complete training to qualify for WisVote access).
- Administer the absentee balloting process, which can include various administrative tasks required to process early voting, drop-boxes, special voting deputies, and/or vote by mail ballots.

- Complete state mandated post-election duties, which can include reconciling voter participation with votes processed, complete data entry for election day registrations, and prepare election materials for storage.

Minimum Qualifications for all titles:

- Must be a qualified elector of the State of Wisconsin meeting the following criteria:
 - Must be at least 18 years of age at time that the application closes.
 - Must have resided in Wisconsin for at least 28 consecutive days.
 - Not disqualified from voting (i.e., not currently serving a felony sentence, including extended supervision, or be adjudicated incompetent).
- Successfully complete Wisconsin Election Commission required election training, including WisVote certification.

Special Condition of Employment for all titles:

Must be able to work overtime and weekends as needed. Some overtime will be mandatory to meet the needs of the Election. (Election Day lasts from 5:30 a.m. until approximately 11:00 p.m.)

Seasonal Election Worker I

Perform essential functions.

Meet minimum qualifications.

Seasonal Election Worker II

Perform essential functions.

Meet minimum qualifications; additional qualification: At least six (6) months of experience in a citywide and/or general election.

Seasonal Election Worker Lead

Perform essential functions. In addition, to Seasonal Election Worker duties, incumbents of this position lead teams of Seasonal Election Workers to ensure that policies and procedures are being followed and that all work products developed by assigned teams are accurate and of highest quality.

Meet minimum qualifications; additional qualification: at least one (1) year of experience in a citywide and/or general election.

Seasonal Election Program Assistant

Perform essential functions. In addition to Seasonal Election Worker duties, incumbents assist with the planning and assigning temporary staff to key pre- and post-election duties; serve as a quality assurance expert, providing guidance and error checking for work completed by

seasonal election workers; report and track any issues and/or concerns that may arise to permanent Election Commission staff.

Meet minimum qualifications; additional qualifications: four (4) years of progressively responsible administrative support experience performing duties closely related to the position; at least one (1) year of experience in a citywide and/or general election.

Minimum Qualification for all Seasonal Election Laborer titles:

- Complete and pass a physical aptitude exam.
- A valid Wisconsin driver's license required at the time of appointment and throughout employment.

Seasonal Election Laborer I

Ensure that the City of Milwaukee Election Commission has all of its materials, supplies and equipment ready for election season. This includes performing the manual labor duties. This position maintains the chain of custody on all election equipment and supplies for election day at all times. In addition to delivering materials and equipment, incumbents of this position also assist in troubleshooting and track testing on election equipment.

Meet minimum qualifications.

Seasonal Election Laborer II

Perform essential functions. In addition to Seasonal Election Laborer I duties, incumbents of this position prioritize and assign specific tasks to individual team members to ensure on-time completion of overall objectives; coordinate breaks and lunches with team members to ensure compliance with work rules. Conduct quality assurance checks to ensure all identified supplies and equipment have arrived to their designated locations. Conduct audits of transported supplies to off-site locations to ensure timely delivery of equipment.

Meet minimum qualifications; additional minimum qualification: At least one (1) year of experience in a citywide and/or general election.

Recommendation

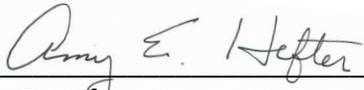
Current	Recommended
Temporary Early Voting Coordinator (0.75 FTE) PR 9HN (\$51,250 – \$73,907) FN: Recruitment is at \$64,264 FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)	Seasonal Election Program Assistant PR 9HN (\$51,250 – \$73,907) FN: Recruitment rate is at \$62,229 (Two Positions [0.53 FTE])

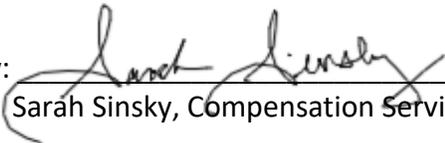
<p>Temporary Office Assistant II (0.39 FTE) PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (11 Positions)</p>	<p>Seasonal Election Worker Lead PR 9KN (\$43,023 – \$55,397) FN: Recruitment is at \$44,909 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (12 Positions [0.72 FTE])</p>
	<p>Seasonal Election Worker II PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (160 Positions [0.39 FTE])</p>
<p>Temporary Office Assistant I PR 9FN (\$37,114 – \$50,696) FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>	<p>Seasonal Election Worker I PR 9FN (\$37,114 – \$50,696) FN: Incumbents are limited to the minimum of the range. FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>
<p>Temporary Election Laborer (0.73 FTE) PR 9BN (\$44,862 – \$55,209) (6 Positions)</p>	<p>Seasonal Election Laborer II PR 9BN (\$44,862 – \$55,209) FN: Recruitment is at \$47,105 (15 Positions [0.73 FTE])</p>
	<p>Seasonal Election Laborer I PR 9BN (\$44,862 – \$55,209) (Underfill Title)</p>

Note: Residents receive a 4% Resident Incentive Allowance.

Action Required – Effective Pay Period 8, 2026 (March 29, 2026)

*Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
Amy E. Hefter, Human Resources Representative

Reviewed by: 
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: _____
Jackie Q. Carter, Employee Relations Director