

JOB EVALUATION REPORTCity Service Commission Meeting Date: September 13, 2005Department: Election Commission

Current Incumbent	Present	Requested	Recommendation
8 positions Vacant	Title: Temporary Office Assistant II Pay Range: 410, Step 1 \$1047.67 biweekly	Title: Temporary Election Laborer Pay Range: 205, Step 1 \$1077.86 biweekly	Title: Temporary Election Laborer Pay Range: 205, Step 1 \$1077.86 biweekly
Not applicable	Title: New Title Pay Range: na	Title: Temporary Document Services Assistant Pay Range: 918 \$656.80-\$765.60 biweekly	Title: Temporary Document Services Assistant Pay Range: 918 \$656.80-\$765.60 biweekly

Action Required:

In the Salary Ordinance, under Pay Range 205, add the title and footnote designation "Temporary Election Laborer 2:" and add the following footnote: "2/ Incumbents are limited to the first step of the pay range." Under Pay Range 918, add the title and footnote designation "Temporary Document Services Assistant 2" and add the following footnote: "2/ Recruitment may be at the first or second step of the pay range."

In the Positions Ordinance, under Election Commission, Registration Division, delete eight positions of "Temporary Office Assistant II (0.11 FTE)" and add eight positions of "Temporary Election Laborer (0.11 FTE)."

Background:

On September 2, 2005, Employee Relations received a request to reclassify eight positions of Temporary Office Assistant II (Pay Range 410) to Temporary Election Laborers (Pay Range 205) and to create a new title of Temporary Document Services Assistant (Pay Range 918) to underfill the position of Temporary Office Assistant II. New job descriptions were received from the department. Discussions were held with Neil Albrecht, Election Services Manager and Denise Walton, Administrative Assistant III.

Temporary Election Laborer

The Election Commission currently has position authority for 60 positions of Temporary Office Assistant II. These positions provide clerical support to the general office by maintaining an accurate and orderly voter registration for over 455,000 registered voters.

The Election Commission has requested that eight positions of Temporary Office Assistant II be reclassified to Temporary Election Laborer. These positions support the work of the Election Services Coordinator at the City of Milwaukee storage warehouse. Unlike the Temporary Office Assistant II positions that work in an office setting, these positions will lift and move heavy objects. Temporary Election Laborers will provide temporary logistical support to the Election Services Coordinator by maintaining voting equipment, transporting equipment, stocking and transporting voting supplies, and other warehouse-related work. Requirements include City of Milwaukee residency, the ability to lift more than 50 pounds, a valid driver's license, and a good driving record.

The duties and responsibilities of the Temporary Election Laborer are similar to those of City Laborer (Seasonal) positions in the Department of Public Works that perform light to heavy manual work. City Laborer (Seasonal) positions may load and unload trucks, dig trenches and holes, enter utility holes and

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clean sewers, use air hammers, and fill cracks and holes in streets. They also plant and care for trees, grass, shrubs and flowers. They complete timecards and other forms; read and follow work safety and other rules; drive trucks; and remove snow and ice from streets. Laborers must work in all types of weather.

The nature and level of work of this position is comparable to that of City Laborer (Seasonal) in Pay Range 205. We therefore recommend classifying the position as Temporary Election Laborer in Pay Range 205. Because of the temporary nature of the work, we also recommend that incumbents be limited to the first step of the pay range.

Temporary Document Services Assistant

The Election Commission has requested that the title of Temporary Document Services Assistant be created to allow an underfill of the position of Temporary Office Assistant II. At this level the position will review and organize Election Commission documents and records, as well as provide support to the Poll Worker Coordinator in improving the poll worker training documents and poll worker database.


As a result of the recommendations made by the City of Milwaukee Election Task Force, the Election Commission is currently undergoing a review of all election and department-related documents. This process will ensure accurate files and allow a purge of unnecessary records. The incumbent of this position will work on this project in a 10-month assignment. While still of a temporary nature, this is a change from the more short-term election-focused responsibilities of a Temporary Office Assistant II.

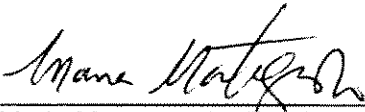
The duties and responsibilities of this position are similar to those of Document Services Assistant in the Department of Administration-Business Operations Division. The part-time positions in the Business Operations Division assist staff with a variety of service activities including transporting records, assisting with record destruction, locating and retrieving records, preparing documents for filming and scanning, and assisting with mailroom and print shop services.

Because of the similarity in nature and level of work to the current Document Services Assistant, our recommendation is to create the title of Temporary Document Services Assistant in Pay Range 918. Because of the temporary nature of the work, but to allow some flexibility in hiring we recommend recruitment at the first or second step.

Recommendations

Based on the analysis above, we recommend reclassifying eight positions of Temporary Office Assistant II (Pay Range 410) to Temporary Election Laborers (Pay Range 205). We also recommend creating an underfill title of Temporary Document Services Assistant in Pay Range 918.

Prepared by: 
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