



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: June 3, 2025

Election Commission

Current	Recommendation
Election Operations and Training Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position)	Election Operations Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The Election Commission has requested that the Election Operations and Training Manager be retitled to Election Operations Manager to better reflect the duties and responsibilities of the position. Conversations were held Paulina Gutierrez, Election Commission – Executive Director.

The basic function of the Election Operations Manager is to plan, direct and project manage all election field operations that include but are not limited to: equipment and supply logistics and transportation, polling place location management, ADA accessibility, supply inventory, public testing preparations, and serve as a central point of contact for election operation vendors. This position must maintain control of all equipment, including election machines at all times. This position is also responsible for managing and securing the chain of custody for all polling place ballots, materials, and equipment.

Along with field operations, this position also serves as a people manager for specially trained full-time and temporary staff, ensuring that the Milwaukee Election Commission is in compliance with state minimum staffing requirements (including bilingual workers) at all polling locations. Working with the Training Manager's team, this position leads the planning and assignments to all polling locations, the election day triage center, election day field operations (including pre- and post-election operations), and post-election recombobulation, and pollbook scanning and reconciliation. This position is responsible for tracking performance and handling any human resource related issue with temporary staff assigned to work at a polling location.

This position is responsible for tracking the election day polling place and Operations Center budget, inventory and supply management, and tracking and maintaining polling place voter trends and results. They will also keep the Election Commission-Deputy Director apprised of any escalating or highly sensitive issues and/or concerns.

As the lead manager, most work will occur at the Operations Center, in a warehouse setting. This includes but is not limited to, ensuring building security, appropriate staffing, inventory control,

transportation logistics, safe storage of supplies, and the safe operation of warehouse equipment and machines. They will manage public testing preparations and post-election recombobulation, and work with the Voter Registration & Outreach Coordinator and Absentee Services Coordinator to complete all post-election duties and reconciliation.

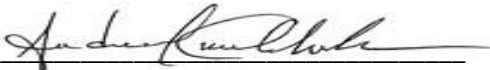
Analysis and Recommendation

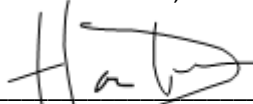
Moving the responsibility for training oversight away from the Election Operations Manager has allowed the operations manager to focus on logistics and management of the operations center.

Based upon this change in oversight responsibility, this recommendation is to retitle the Election Training and Operations Manager to Election Operations Manager and keeping in pay range of 1FX (\$66,154 - \$92,612) with a recruitment rate of \$74,375 so as to better reflect the duties and responsibilities of the position.

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

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

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