



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Vacant**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

July 22, 2022

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 220432 – Communication from the Department of Employee Relations relating to classification studies scheduled for the July 26, 2022 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations scheduled for the City Service Commission meeting on June 26, 2022.

**Election Commission**

Current	Recommended
Election Commission - Executive Director PR 1KX (\$87,472 - \$122,465) FN: Appointment may be at any rate in the range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)	Election Commission - Executive Director PR 1LX (\$93,232 - \$130,521) FN: Recruitment is at \$102,554 and may be at any rate in the range with approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Election Commission - Deputy Director PR 1HX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)	Election Commission - Deputy Director PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$85,113 and may be at any rate in the range with approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Election Services Business Systems Coordinator PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 and may be at any rate in the range with DER approval. (One Position)	Election Operations and Training Manager PR 1FX (\$63,585 - \$89,016) FN: Recruitment is at \$71,487 and may be at any rate in the range with DER approval. (One Position)
Voter Outreach and Education Coordinator PR 2EX (\$49,643 - \$64,695) FN: Recruitment is at \$57,624 and may be at any rate in the range with DER approval. (One Position)	Voter Outreach and Education Coordinator PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$63,729 and may be at any rate in the range with DER approval. (One Position)
Administrative Services Coordinator PR 5JN (\$48,037 - \$58,287) FN: Recruitment is at \$50,331 (One Position)	Election Administrative Services Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval. (One Position)
Absentee Services Coordinator PR 5JN (\$48,037 - \$58,287) (One Position)	Absentee Services Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval. (One Position)

Election Services Field Coordinator PR 5JN (\$48,037 - \$58,287) (One Position)	Election Services Field Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval. (One Position)
Election Services Coordinator PR 5HN (\$45,913 - \$52,436) (Two Positions)	Election Services Coordinator PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$51,970 and may be at any rate in the range with DER approval. (Two Positions)

Note: Residents receive a rate that is 3% higher.

**Employees' Retirement System**

Current	Recommended
New Position	Disability Specialist - Lead PR 2HX (\$55,962- \$78,342) FN: Recruitment is at \$72,383 FN: Appointment at any rate in the range with DER approval. (One Position)

Note: Residents receive a rate that is 3% higher.

**DPW – Operations Division – Fleet Services**

Current	Recommended
New Position (Underfill Title)	Maintenance Assistant PR 7CN (\$40,963 - \$46,298) (Underfill Title)

Note: Residents receive a rate that is 3% higher

Respectfully Submitted,



Renee Joos  
Interim Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



## Department of Employee Relations

**Cavalier Johnson**  
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Employee Benefits

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### Job Evaluation Report

City Service Commission Meeting: July 26, 2022

#### Election Commission

Current	Recommended
Election Commission - Executive Director PR 1KX (\$87,472 - \$122,465) FN: Appointment may be at any rate in the range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)	Election Commission - Executive Director PR 1LX (\$93,232 - \$130,521) FN: Recruitment is at \$102,554 and may be at any rate in the range with approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Election Commission - Deputy Director PR 1HX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)	Election Commission - Deputy Director PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$85,113 and may be at any rate in the range with approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
Election Services Business Systems Coordinator PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 and may be at any rate in the range with DER approval. (One Position)	Election Operations and Training Manager PR 1FX (\$63,585 - \$89,016) FN: Recruitment is at \$71,487 and may be at any rate in the range with DER approval. (One Position)
Voter Outreach and Education Coordinator PR 2EX (\$49,643 - \$64,695) FN: Recruitment is at \$57,624 and may be at any rate in the range with DER approval. (One Position)	Voter Outreach and Education Coordinator PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$63,729 and may be at any rate in the range with DER approval. (One Position)
Administrative Services Coordinator PR 5JN (\$48,037 - \$58,287) FN: Recruitment is at \$50,331 (One Position)	Election Administrative Services Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval. (One Position)
Absentee Services Coordinator PR 5JN (\$48,037 - \$58,287) (One Position)	Absentee Services Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval. (One Position)
Election Services Field Coordinator PR 5JN (\$48,037 - \$58,287) (One Position)	Election Services Field Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval. (One Position)

Election Services Coordinator PR 5HN (\$45,913 - \$52,436) (Two Positions)	Election Services Coordinator PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$51,970 and may be at any rate in the range with DER approval. (Two Positions)
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Note: Residents receive a rate that is 3% higher.

**Overview**

The Election Commission has requested a classification study of all nine regular full-time positions in the department. New job descriptions were provided. Please note that equivalent combinations of education and experience may be considered, and some requirements have not been assessed yet by the Staffing Division. Discussions were held with Claire Woodall-Vogg, Election Commission – Executive Director.

The Department indicated they have experienced high turnover and their positions are below market rates. It was noted there have been some changes in duties and responsibilities but an even greater change in the work environment. These positions have always been unique in that they spend most of the time preparing for elections but then when an election is approaching, no vacations are allowed and they are required to work overtime, sometimes up to 60 hours per week.

In more recent years, however, there have been additional changes due to the Covid pandemic and political environment. There is an increase in the presence of media, not just on election day, but for normal work functions including office work, public tests of election equipment, in-person absentee voting sites, and recounts. There is also an increase in the number of subpoenas, lawsuits, open records requests, and changes in the law that affect how the work is being done. The Department has also experienced an increase in threats of violence and security concerns. Additional security measures have been taken, including training for staff. In addition, the Department has reorganized some duties and responsibilities among the “Election Commission – Executive Director”, “Election Commission – Deputy Director” and “Election Services Business Systems Coordinator”. These changes are included in the position descriptions listed below.

All these changes have affected the work environment and the duties and responsibilities of these positions. Employees are required to work in a forum that is heavily scrutinized and subject to change. Staff must also be flexible and aware of security precautions. Based on the changes listed above, a review of duties and responsibilities of all the positions, and a review of market data listed below, this report is recommending the following.

- Two positions, “Election Commission – Executive Director” and “Election Commission – Deputy Director” be reallocated to a higher pay range and have a new recruitment rate added.
- One position of “Election Services Business Systems Coordinator” in Pay Range 1EX be reclassified to “Election Operations and Training Manager” in Pay Range 1FX with an increase in the recruitment rate.
- One position of “Voter Outreach and Education Coordinator” be reallocated to a higher pay range with an increase in the recruitment rate.
- One position of “Administrative Services Coordinator in Pay Range 5JX be reclassified to “Election Administrative Services Coordinator” in Pay Range 2EN with an increase in the recruitment rate plus recruitment at any rate in the range. A review of the level of duties and responsibilities indicate that this position should be in the Professional Section of the Salary Ordinance (pay ranges that begin with “2”) rather than the Paraprofessional Section of the Salary Ordinance (pay ranges that begin with “5”). The title change is to distinguish this position from other Administrative Services Coordinator positions in the city.

- Four positions, “Absentee Services Coordinator”, “Election Services Field Coordinator”, and two positions of “Election Services Coordinator” be reallocated to a higher pay range and have a new recruitment rate added plus recruitment at any point in the range. A review of the level of duties and responsibilities indicate that these four positions should also be in the Professional Section of the Salary Ordinance (pay ranges that begin with “2”) rather than the Paraprofessional Section of the Salary Ordinance (pay ranges that begin with “5”).

**Market Data**

In addition to the changes noted above, market pay data was reviewed for similar positions in other states.

City/County/State	Title	Current Pay	Adjusted Pay
Fulton County, GA	Director, Registration and Elections	\$132,394 - \$198,590	\$123,338 - \$185,006
Pinal County, AZ	Elections Director	\$87,718 – 140,349	\$85,335 - \$136,537
Minneapolis, MN	Director of Elections and Voter Services	\$116,667 - \$138,301	\$106,532 - \$126,286
Clark County, NV	Manager Election Administration	\$84,032 - \$130,208	\$79,046 - \$122,482
Chesterfield County, VA	Deputy Registrar	\$68,123 - \$115,809	\$69,783 - \$118,631
Fulton County, GA	Deputy Director – Registration & Elections	\$80,188 - \$120,282	\$74,703 - \$112,055
Multnomah County, OR	Elections Manager	\$84,205 - \$126,310	\$59,435 - \$89,155
State of North Carolina	Data Analyst	\$48,051 - \$86,431	\$48,911 - \$87,978
Pinal County, AZ	Elections Supervisor	\$49,647 - \$76,953	\$48,298 - \$74,863
Detroit, MI	Supervisor Election Service Technician	\$48,314 - \$67,553	\$46,766 – \$65,389
Detroit, MI	Election Training Coordinator	\$57,700 - \$63,600	\$55,852 - \$61,563
Denver, CO	Elections Division Assistant	\$47,840 - \$71,760	\$41,012 - \$61,518

Comparisons were also made to more general classifications in southeastern Wisconsin from the Economic Research Institute (ERI), a service to which the Department of Employee Relations subscribes.

Below are the market rates of pay for the title of “Program Director” with five years of experience.

**Program Director**

10%	25%	Mean	75%	100%
\$92,033	\$99,218	\$108,669	\$117,774	\$126,885

*Plans the delivery of the overall program and its activities; implements long-term goals and objectives to achieve the successful outcome of the program; confirms that the program operates within the policies and procedures of the organization; coordinates the delivery of services among the different program activities to increase the effectiveness and efficiency; and identifies the risks associated with the program activities and manages the risks.*

Below are the market rates of pay for the title of “Program Manger” with five years of experience.

**Program Manager**

10%	25%	Mean	75%	100%
\$80,106	\$86,239	\$94,616	\$102,614	\$110,706

*Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing programs, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of programs*

Below are the market rates of pay for the title of “Program Supervisor” with five years of experience.

**Program Supervisor**

10%	25%	Mean	75%	100%
\$63,195	\$68,156	\$74,817	\$81,157	\$87,653

*Facilitates and monitors the scheduling, pricing, and technical performance of company programs; prepares changes to improve process efficiencies and alleviate process inaccuracies and duplication; leads assigned projects by developing project plans; audits project plans on an ongoing basis and provides reports to manager; ensures adherence to master plan and schedule; and generates solutions to problems.*

Below are the market rates of pay for the title of “Administrative Supervisor” with three years of experience

**Administrative Supervisor**

10%	25%	Mean	75%	100%
\$49,464	\$53,488	\$58,927	\$64,115	\$69,460

*Monitors daily activities and workflow of support staff and operations clerks; ensures compliance with all regulatory mandates for all operations, assists in budget and project planning, and prepares and generates various reports including performance metrics and labor/payroll measures for management.*

Below are the market rates of pay for the title of “Program Specialist” with three years of experience.

**Program Specialist**

10%	25%	Mean	75%	100%
\$46,576	\$50,284	\$55,277	\$60,024	\$64,926

*Plans, directs, and coordinates activities associated with a program; develops and manages assigned client relationships in a manner consistent with policies and procedures; schedules and facilitates program support meetings; ensures timely completion and distribution of required documentation; and monitors the implementation of all contractual obligations to ensure compliance with applicable agencies.*

**Election Commission Positions**

Current	Election Commission - Executive Director	PR 1KX (\$87,472 - \$122,465) FN: Appointment may be at any rate in the range with the approval of DER and Chair of the Committee on Finance and Personnel.	One Position
Recommended	Election Commission - Executive Director	PR 1LX (\$93,232 - \$130,521) FN: Recruitment is at \$102,554 and may be at any rate in the range with	One Position

		the approval of DER and Chair of the Committee on Finance and Personnel.	
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This position is the chief executive and department head responsible for developing goals, objectives, policies, budget, and procedures related to all aspects of election administration, including voter registration, candidate and campaign finance filing, election worker recruitment and training, and all other election functions in the City of Milwaukee. Duties and responsibilities include:

- 40% Provide on-going direct supervision of the Deputy Director and Election Services Business Systems Coordinator, providing day-to-day guidance and ensuring that all departmental practices align with state and federal laws, as well as the mission; oversee the coordination, training, and leadership of more than 3,000 volunteers and temporary support staff during surges leading to elections; implement changes as needed to ensure city compliance with new laws and necessary cyber security improvements; maintain understanding of current Wisconsin campaign finance law and ballot access requirements; communicate with candidates and elected officials as it pertains to their candidacy; supervise staff in the review and reconciliation of election results/ materials; coordinate certification of election results by Election Commissioners; and troubleshoot any canvass discrepancies and communicate all election reconciliation to the county and state.
- 15% Serve as the department’s public information officer, including writing press releases, conducting local and national media interviews, creating print and digital education pieces, and serving as the department’s spokesperson at various events; serve as a subject matter expert for other clerks and election officials around the state; serve on various local and national committees related to election administration; and monitor all legislative action related to elections, provide oral and written testimony, and serve as an advocate for City of Milwaukee voters.
- 15% Manage the oversight of all public records requests; provide testimony, written affidavits, participate in depositions, etc. for all litigation related to elections and the City of Milwaukee; and communicate on a weekly basis with the City Attorney’s Election Team.
- 15% Oversee the coordination, training, and leadership of more than 3,000 volunteers and temporary support staff during surges leading to elections; recruit, retain, and provide training and management to 200 Chief Inspectors, including conducting training prior to every election.
- 10% Maintain understanding of current Wisconsin campaign finance law and ballot access requirements; notify committees of campaign finance deadlines; review campaign finance reports for compliance with state statute; communicate with committees regarding any necessary corrections and refer ongoing non-compliant committees to the Wisconsin Ethics Commission and District Attorney when applicable; and communicate with candidates and elected officials as it pertains to their candidacy.
- 5% Manage annual budget, contracts, grants, payroll, and legal compliance.

Minimum qualifications include a bachelor’s degree in public administration, human resources management, or business; and five years of progressively responsible experience in government including election administration, professional staff management, project management and/or program coordination.

Current	Election Commission - Deputy Director	PR 1HX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the range with the approval of DER and	One Position
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		Chair of the Committee on Finance and Personnel.	
Recommended	Election Commission - Deputy Director	PR IIX (\$76,988 - \$107,782) FN: Recruitment is at \$85,113 and may be at any rate in the range with the approval of DER and Chair of the Committee on Finance and Personnel.	One Position

This position ensures the City’s preparedness for elections with regard to voter services including voter registration, absentee voting data management, in-person absentee voting (IPAV); provides oversight to all staff positions, permanent and temporary, that access Wisconsin’s statewide voter registration/absentee database, WisVote; oversees active campaign committee compliance with campaign finance and ballot access law; and serves as the Executive Director when the Director is not available.

This position also supervises the Voter Education and Outreach Coordinator, Absentee Services Coordinator, and all IPAV Managers; provides training to staff to ensure they have a complete and functioning familiarity with WisVote and are maintaining quality control standards in regards to data accuracy and statutory compliance requirements; trains staff on existing statutes and analyzes proposed statutes as they relate to voter registration, absentee ballots and voting data; assesses and helps shape the department’s response to emerging issues that impact voting in the city; maintains ongoing compliance with all internal processes and procedures with regard to Chapter 5-12 of the Wisconsin State Statutes; and oversees Central Count on Election Day. Duties and responsibilities include:

- 35% Supervise all voter service compliance and customer service areas, office policies and procedures, and provide direct supervision of the Voter Education and Outreach Coordinator, Absentee Services Coordinator, and IPAV Managers; develop best practices and quality control mechanisms to ensure the timeliness and accuracy of City data on the City’s website and WisVote; supervise the post-election reconciliation process including the review of Election Day materials during the Board of Canvass after each election and the reconciliation of data between the polling places and WisVote; and train and routinely evaluate all voter services staff.
- 20% Oversee and coordinate all aspects of IPAV for every election including IPAV site selection, recruiting, training, and assigning workers, establishing written policies and procedures, maintaining quality control for accuracy; and ensuring operations at each site are compliant with established rules and statutory requirements.
- 15% Manage all aspects of Central Count processes and procedures in advance, including training and staffing, and serve as the Chief Inspector and main point of contact on Election Day.
- 10% Assist the Executive Director in oversight of all documentation requirements for candidates running for political office including securing and reviewing forms, reviewing nomination papers, for compliance with state law and administrative rules, timely updating of webpage information, and responding to questions from candidates and elected officials; and assist with the administrative oversight of managing candidate campaign finance reporting requirements including maintaining all candidate/campaign finance report files, reviewing reports for compliance with state law, and consulting with the Executive Director regarding potential referrals to the District Attorney’s Office or the Wisconsin Ethics Commission for those that fail to file or rectify reports.
- 10% Serve as the department’s Personnel Officer in collaboration and communication with the Executive Director.



10% Serve as a secondary contact for fielding public records requests and supervising the fulfillment of requests in a timely manner; assist the Executive Director with public information and media communication duties as needed; and perform other duties and special projects as assigned.

Minimum qualifications include a bachelor’s degree in public administration, human resources management, business, or related field; and five years of experience in government including election administration, project management, program coordination, and/or professional staff management.

Current	Election Services Business Systems Coordinator	PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 and may be at any rate in the range with DER approval.	One Position
Recommended	Election Operations and Training Manager	PR 1FX (\$63,585 - \$89,016) FN: Recruitment is at \$71,487 and may be at any rate in the range with DER approval.	One Position

This position oversees the department’s field and election worker operations including recruitment and training of poll workers, polling place processes and procedures, polling place selection and agreements, and field operations best practices to protect chain of custody when transporting election materials to and from polling places. Duties and responsibilities include:

40% Election Day Training and Performance Improvement – monitor changes to election laws as they affect polling place procedures; review current training manual and curriculum and revise to reflect any changes to election laws; monitor deficiencies in Election Inspector performance based on information from Chief Inspectors; research training techniques to determine the best methods to improve training, address deficiencies, or teach new procedures; recruit and train temporary election services administrators to facilitate election worker trainings prior to General Elections and provide “Train the Trainer” sessions; instruct training outside of general for all new election inspectors; assist the Executive Director as needed with Chief Inspector trainings; and assist with management of the Board of Canvasser’s reconciliation process to identify training needs, process improvements, and overall field performance.

35% Staff Supervision – provide ongoing direct supervision of the Election Services Field Coordinator and two positions of Election Services Coordinator, one of which is Bilingual; and develop training plan for each function of these positions including recruitment planning, database training HRMS training, and conducting an accurate inventory.

15% Recruitment and Retention of Election Day and Field Staff – develop and execute recruitment plans on an ongoing basis to maintain adequate Election Inspector and Chief Inspector staffing levels and to help Election Services Field Coordinator maintain adequate numbers of temporary election laborers; and recruit and train troubleshooters for Election Day duties.

10% Polling Place Management – monitor the availability of all polling place locations; work with the Election Services Field Coordinator to conduct polling place audits and ensure accessibility compliance; and coordinate Memorandums of Understanding (MOU) for all private polling places.

Minimum qualifications include a bachelor’s degree in education, business operations, public administration, communications, or related field; and five years of experience in government including professional staff management, project management and/or operations.

Current	Voter Outreach and Education Coordinator	PR 2EX (\$49,643 - \$64,695) FN: Recruitment is at \$57,624 and may be at any rate in the range with DER approval.	One Position
Recommended	Voter Outreach and Education Coordinator	PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$63,729 and may be at any rate in the range with DER approval.	One Position

This position oversees all aspects of voter registration and education; works to engage community stakeholders, analyzes voting trends, executes an outreach and education plan, and trains temporary staff to work with the voter registration database; and ensures that voter registration is administered in a fair, transparent, and accessible manner to instill voter confidence in the democratic process. Duties and responsibilities include:

- 40% Community Outreach and Education - administer a multifaceted and innovative citywide voter education outreach program for people of diverse backgrounds to encourage voter participation and inform the public of voter registration procedures, the voting process, and voting system; strengthen the department’s relationship with community partners in various sectors through attendance at community events and meetings, group presentations, and one-on-one meetings; develop and execute outreach campaigns on social media, radio, television, newspaper, and other traditional media; collaborate and coordinate voter registration events; recruit new election works when appropriate; and collect community feedback and analyze voting data to shape voter education strategies.
- 30% Voter Registration and Database Management - review, enter, and maintain all required documents for voter registration and conduct all required voter list maintenance; review voter registrations to ensure that they meet all legal requirements; enter all applications into WisVote; organize and store voter registration applications; oversee the digital conversation of voter registration applications; and assist with open records requests.
- 20% Communications - assist the Executive Director and Deputy Director with internal and external communications; manage social media; maintain voter education sections of the Election Commission’s website; and create print and web-based education materials.
- 10% Staff/Volunteer Management - train, supervise, and routinely evaluate a temporary staff of WisVote data entry workers for voter registration, plus voter registration and education volunteers; contribute content for articles and monthly newsletters; create, review, and proofread critical department materials; participate in election-related events such as recounts, candidate certification, and election security trainings; and perform other duties as assigned.

Minimum qualifications include a bachelor’s degree in communications, political science, public relations, journalism, the humanities, or a closely related field; and three years of community outreach experience that includes planning, developing, and conducting community outreach events, making presentations, and volunteer engagement. Marketing and communications experience or education is preferred, including developing both traditional media and web/social media.

Current	Administrative Services Coordinator	PR 5JN (\$48,037 - \$58,287) FN: Recruitment is at \$50,331	One Position
Recommended	Election Administrative Services Coordinator	PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval.	One Position

This position is responsible for oversight of primary office administration functions including HRMS (Human Resources Management System) and FMIS (Financial Management Information System) functions, and payroll (including meeting all documentation requirements); establishing office policies and procedures; managing vendor relationships related to office equipment; collaborative supervision of Temporary Office Assistant staff located in the office, especially as it relates to customer service functions; providing administrative support to the Election Commission leadership team; publishing legal election notices; and maintaining updated candidate files. Duties and responsibilities include:

- 30% Maintain a comprehensive knowledge of FMIS and other City systems in order to complete the department’s accounts payable and receivable functions; audit vendor invoices prior to payment, research discrepancies, and follow through and initiate the appropriate corrective actions; research, compile, and analyze procurement and service contracting activities data; prepare needed information schedules and reports for the Election Commission leadership team; and serve as the department’s ProCard manager.
- 30% Establish and train all department staff on standard office protocol and procedures, including setting and monitoring office hours and staff schedules; monitor the customer-service performance of the office and provide regular feedback (opportunities for improvement) to the Executive Director; maintain personnel files for all employees, including updating job descriptions when appropriate; establish standards and maintain an office-wide system for managing paper files and digital files, stored on the department’s common directory; work with appropriate City departments to address issues related to office functionality, including IT-related issues and office equipment; maintain updates to department website as directed by program staff; work collaboratively with all staff to purchase and maintain office and election related inventory, minimizing the cost whenever possible; and research, compile, and analyze purchasing and service activities, and resolve any discrepancies.
- 20% Ensure compliance with all public notice requirements related to election administration and Board of Election Commissioner meetings; act as the department’s liaison to the City’s Board of Ethics in distributing, collecting, and forwarding candidate Statements of Economic Interest; with the Executive Director, provide administrative support to the Board of Election Commissioners, including setting agendas, minute-taking, and completing post-election Municipal Canvass reporting requirements; compile and publish the department’s Biennial Report of election results; and act as the department’s primary contact for private facility voting sites, including disseminating annual contracts, establishing invoicing agreements, and maintaining contact information.
- 15% Maintain a thorough knowledge of HRMS/PeopleSoft to support the completion of employee (both temporary and permanent) payroll (ranging from 8 to over 200 employees) and all other functions related to payroll, such as meeting I-9 requirements; and provide backup support to staff on completing post-election, election worker payroll.
- 5% Assist the department’s Executive Director in developing and managing the department’s budget, including the regular production and review of financial statements.

Minimum qualifications include an associate degree in accounting, business administration, or related field; and four years of related experience in the areas of accounting, office administration, statistics, budgeting organization, and computer skills.

Current	Absentee Services Coordinator	PR 5JN (\$48,037 - \$58,287)	One Position
Recommended	Absentee Services Coordinator	PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval.	One Position

This position supervises and coordinates all activities involving absentee voting by mail or at care facilities. Duties and responsibilities include:

- 35% Review, enter, and maintain all required documents from absentee voters; review absentee applications to ensure that they meet all legal requirements; enter all absentee ballot applications into WisVote (and accompanying registration applications when applicable); and organize and store absentee balloting materials according to law, including absentee ballot applications, photo IDs, undeliverable ballots, and processed absentee envelopes.
- 25% Supervise and coordinate all activities pertaining to the mailing and receiving of absentee ballots, including scheduling, and supervising at least 20 Temporary Office Assistants (TOAs), ordering and maintaining supplies, and ensuring the timely assembly of ballots.
- 15% Respond to questions or concerns regarding absentee voting via telephone, in person, by letter, or email.
- 15% Supervise and coordinate all activities pertaining to absentee voting at care facilities, including recruiting, training, and supervising Special Voting Deputies.
- 5% Coordinate poll book comparison, including scheduling, coordination, supervision of TOAs, and troubleshooting comparison issues as needed.
- 5% Assist with staffing the front desk and perform other duties as assigned.

Minimum qualifications include a bachelor’s degree in a related area and four years of progressively responsible administrative experience performing closely related duties.

Current	Election Services Field Coordinator	PR 5JN (\$48,037 - \$58,287)	One Position
Recommended	Election Services Field Coordinator	PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$56,819 and may be at any rate in the range with DER approval.	One Position

This position is responsible for planning, preparing, and managing all logistical functions related to the operating of approximately 180 voting sites on Election Day. Duties and responsibilities include:

- 25% Supervise a staff of 5-15 laborers temporarily assigned to assist with warehouse operations and election preparation; assist with recruitment, training, and assignment of Election Day field staff, including troubleshooters & equipment technicians; and participate in the department’s Election Day “triage team” to troubleshoot voting site issues.

- 20% Facilitate all logistics related to Election Day operations of voting sites including the moving of equipment, furnishings, supplies and materials; and conduct pre-election testing of equipment and post-election equipment audits.
- 20% Serve as site manager for the Election Commission’s 15,000 sq. ft. warehouse space; oversee the department’s inventory of voting site supplies, tables, chairs, signs, voting machines, and equipment; and oversee the City’s five election night drop-off sites for designated election materials and results.
- 15% Ensure the availability of neighborhood-based voting by selecting, securing, and retaining approximately 180 voting sites throughout Milwaukee; and maintain continuous communication regarding election preparation with established contact staff at each site.
- 10% Confirm all selected voting sites meet the ADA (Americans with Disabilities Act) specification as required by the 2002 Help America Vote Act and the 2015 United States Department of Justice Civil Rights Settlement Agreement.
- 10% Maintain all voting equipment; communicate with vendor as needed for repairs or replacement; train laborers and chief inspectors on the operations of voting equipment; and ensure that maintenance is provided according to best practices.

Minimum qualifications include an associate degree and one year of progressively responsible experience in logistics, supply chain management, warehouse management or related area.

Current	Election Services Coordinator	PR 5HN (\$45,913 - \$52,436)	Two Positions
Recommended	Election Services Coordinator	PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$51,970 and may be at any rate in the range with DER approval. .	Two Positions

These two positions perform activities associated with assigning Chief Inspectors, Election Inspectors, and other election workers to polling sites; train election workers; schedule training locations and dates; and assist in the process of payroll for Election Inspectors after each election. In addition, one position oversees the Adopt-A-Voting-Site program; and the other position is designated as bilingual and is responsible for recruiting, testing, and staffing the mandated number of bilingual election workers; and translating all election material into Spanish. Duties and responsibilities include:

- 25% Assign election workers to voting sites using an election worker database; use the Human Capital Management (HCM) system to coordinate election worker information; and organize various mailings to election workers including drafting correspondence, printing mailing labels, and preparing mailings for pick-up by mail service.
- 25% Develop and implement a recruitment plan for new election workers to maintain a robust pool of workers; and develop and implement a recruitment plan to increase the number of participant groups in the Adopt-A-Voting-Site program.
- 15% Train and supervise temporary office staff; review their work to check for accuracy; serve as a backup payroll clerk for department; and perform general office duties and other duties as assigned.

10% Respond to voter and election worker concerns after Election Day; assist in the payroll process for those who work only on Election Day at the polls; and ensure that election workers complete all employment and payroll paperwork.

In addition, one position performs the following.

25% Oversee the Adopt-A-Voting-Site program including issuing a Memorandum of Understanding and processing invoices; ensure that all organizations participating in the Adopt-A-Voting-Site program receive information about upcoming elections, training, and other related information; prepare training schedules, print rosters, and review and revise training manuals and curriculum; conduct training sessions; and monitor the activity of all organizations on Election Day to ensure good performance.

The other position that is designated bilingual, performs the following.

25% Recruit, test Spanish language skills, and assign bilingual Election Inspectors; and translate all election materials into Spanish.


Minimum qualifications include an associate degree and one year of progressively responsible administrative/clerical experience performing related duties. One position is required to be bilingual for Spanish.

**Action Required – Effective Pay Period 16 (July 24, 2022)**

**\* See addendum included in CCFN: 220432 for Salary and Position Ordinance changes.**

Prepared by:                     Sarah Trotter                      
Sarah Trotter, Human Resources Representative

Reviewed by:                     Andrea Knickerbocker                      
Andrea Knickerbocker, Human Resources Manager

Reviewed by:                                           
Renee Joos, Interim Employee Relations Director



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Vacant**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: July 26, 2022

#### Employees' Retirement System

Current	Recommended
New Position	Disability Specialist - Lead PR 2HX (\$55,962- \$78,342) FN: Recruitment is at \$72,383 FN: Appointment at any rate in the range with DER approval. (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Employee Relations has received a request from the Employees' Retirement System (ERS) to classify one new position. A job description was provided and discussions were held with Melody Johnson, ERS Deputy Director and Daniel Goplan, ERS Chief Financial Officer.

The Disability Specialist – Lead provides ongoing correspondence and communication with members (active and retired), physicians and staff, legal staff, ERS Board, internal ERS staff, DER's Worker's Compensation Section, and other affected personnel. The incumbent will be charged with understanding the associated rules, regulations and legal opinions governing the disability program. Duties and responsibilities include:

- 35% Administers the disability program through fielding inquiries from members, completion of application materials, scheduling of medical reviews and appointments, collection of medical records, payment of records and medical fees; and general processing of applications through various steps in the process, including verification the accuracy of information and application of appropriate guidelines.
- 15% Maintain appropriate records and prepares reports for the Medical Council, Medical Panel, and the ERS Board.
- 15% Counsels members regarding benefit eligibility, coverages, and other terms and conditions of the disability program.
- 10% Responsible for coordinating the ongoing training of the Disability Specialist – Senior to ensure that staff is updated on all changes to local, state, and federal legislation that affects the Employees' Retirement System; and leads and supervises the daily responsibilities and coordinates the workload of two Disability Specialist – Seniors.
- 10% Coordinates efforts with the Disability Deputy Director and Disability Specialist – Senior for adequate staffing and coverage of duties; and meets and reports to the Disability Deputy Director to assure efficient processing of duties and the redress of special circumstances.

- 5% Conducts research and regularly reviews Chapter 36, APB Rules and Regulations, and legal opinions to ensure knowledge of ERS benefits in order to answer inquiries from ERS members, City departments, City agencies, and other government entities.
- 5% Other duties as assigned.
- 5% Identification of opportunities for improvement of process.

Minimum qualifications include a bachelor's degree human resources, human services, public administration, business, or a related field from an accredited college or university; at least four years' of experience in an office setting managing employee benefits, interface with employees maintain appropriate records and their distribution, background; and experience in disability or similar benefit processing, and public pension plan experience. Equivalent combinations of education and experience may also be considered.

This new position is going to be responsible for assisting with the supervision and coordination of the activities of employees within the Disability Section of ERS. This is to ensure that services are provided courteously, efficiently, timely, and accurately. The incumbent will be responsible for the administration of the disability program, including applications and re-examinations for ordinary and duty disability, scheduling of medical exams, administering conversions and deemed conversions of disability retirees, and review and submission of application materials and associated records. The level of work and responsibility level would be comparable to that of DER's Worker's Compensation Specialist in Pay Range 2HX (\$55,962- \$78,342) with a recruitment rate of \$72,383 and recruitment flexibility. The Worker's Compensation Specialist is responsible for conducting claims quality review of Working Compensation claim activities, and assist with TPA oversight. Furthermore, this position assists in providing direction and training to claims staff. Both of these positions are crucial in highly specialized sections in their respective departments and are expected to perform a degree of highly complex duties that could leave the City open to litigation risk if performed incorrectly.

It is also to be noted that there has been significant turnover in the Disability Section of ERS due to the unique nature of the duties. The demands of the disability specialists include interacting with very difficult circumstance and litigious population, along with very difficult ordinances that are to be interpreted and administered correctly. Unfortunately, previous incumbents in the section have not lasted for appreciable periods of time. The creation of this position will assist with the necessary knowledge in all areas of the Charter Ordinance, Chapter 36, and will administer all portions of the ordinance as it relates to the disability benefit.

We therefore recommend classifying one position of Disability Specialist – Lead in Pay Range 2HX (\$55,962- \$78,342) with a recruitment rate of \$72,383. We further recommend providing recruitment flexibility at any point in the pay range with DER approval to assist the Department in recruiting a highly qualified candidate.

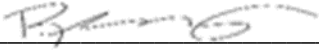
**Action Required – Effective Pay Period 16, 2022 (July 24, 2022)**

**\* See addendum included in CCFN: 220432 for Salary and Position Ordinance changes.**



Prepared By:     Sarah Sinsky      
Sarah Sinsky, Human Resources Representative

Reviewed by:     Andrea Knickerbocker      
Andrea Knickerbocker, Human Resources Manager

Reviewed by:     , Renee Joos, Interim Employee Relations Director



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Vacant**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: July 26, 2022

#### DPW – Operations Division – Fleet Services

Current	Recommended
New Position (Underfill Title)	Maintenance Assistant PR 7CN (\$40,963 - \$46,298) (Underfill Title)

*Note: Residents receive a rate that is 3% higher*

#### Background

The Department of Public Works-Operations Division has requested the classification of a new underfill title of “Maintenance Assistant.” This new title will create a career path to the titles of Fleet Maintenance Technician and Vehicle Services Technician in the Fleet Services Section.

DPW Operations staff and the community group Wisconsin Regional Training Partnership are collaborating to train underserved members of the community in order to help them obtain employment with a living wage and benefits. Fleet Services will initially recruit for five positions in the entry level title of Maintenance Assistant.

As with many city departments, the DPW-Operations Division has had difficulty with recruiting and retaining employees. There are currently five vacancies in the title of Fleet Maintenance Technician and nine vacancies in the title of Vehicle Services Technician. Four of the vacancies in the Fleet Maintenance Technician over the last year are due to resignations due to low market rates of pay. Recent recruitments by the DER-Staffing Division have resulted in three applicants for Fire Maintenance Technician and two applicants for Vehicle Services Technician.

#### Maintenance Assistant

This entry-level title will assist the Fleet Maintenance Technicians and Vehicle Services Technicians in the DPW-Operations Division- Fleet Services Section. Duties and responsibilities include:

- Assist in the lubrication of heavy equipment, change engine oil, transmission oil, hydraulic fluids, change all system filters, check and fill all system fluids, apply various types of grease to fittings and other components.
- Assist with adjusting brakes, replace basic brake components such as slack adjusters and brake chambers.
- Assist in performing minor repairs, test and/or replace vehicle batteries, perform parts replacement and adjustments on vehicles and other equipment as directed.

- Assist in the mounting and dismounting attachments such as plows, rakes, hoppers, mowers, etc.
- Assist on service calls and towing, including towing and vehicle retrieval of all City vehicles and equipment.
- Assist with removal of decals, markings and special equipment as needed to prepare vehicles and equipment for sale or disposal.
- Responsible for the safe and secure operation of the garages to which they are assigned, including fueling systems and sites. Remove snow using various pieces of equipment. Maintain the inner and exterior appearance and functionality of facilities.
- Assist with the inspection, repair and replacement tires, tubes and rims as needed. Change tires in the shop and in the field under all weather conditions.
- Assist in the repair and maintenance of all types of city-owned automotive and heavy equipment, such as, but not limited to cars, light pickup trucks, vans, small and large dump trucks, refuse packers, sweepers, cranes, tractors, aerial lifts, and other miscellaneous light duty and heavy-duty equipment, in order to keep them in serviceable condition.
- Learn the various areas of automotive repair such as the repair of engines, transmissions, axles, electrical and electronic systems, and hydraulic components.
- Learn how to mount, service, and repair snow removal equipment when assigned.
- Learn how to perform preventative maintenance on all city equipment.
- Complete work orders as assigned utilizing AssetWorks fleet management software
- Complete parts requests for repairs utilizing inventory management software.

Competencies include the ability to learn maintenance and repair of automotive and specialized heavy equipment; ability to learn, understand or troubleshoot current processes, methods, materials, tools and equipment relating to the repairs of various types of light and heavy equipment used by the Department of Public Works; and ability to quickly adapt and become proficient in the City's repair efforts.

Minimum requirements include possession of a valid Wisconsin motor vehicle CDL license with air brake endorsement within six months of appointment. These requirements will be assessed by Employee Relations - Staffing prior to recruiting for the position.

Preferred requirements include experience in preventative maintenance or automotive and heavy equipment repairs and a Certificate in Automotive or Heavy Equipment from an accredited college or technical school.

### **Analysis and Recommendation**

This entry-level Maintenance Assistant title will allow the DPW-Operations-Fleet Services Section to hire and train employees with minimal experience in vehicle maintenance and repair. Once these employees receive sufficient on-the-job training and experience, they will have the opportunity to be promoted to the higher-level titles of Fleet Maintenance Assistant and Vehicle Services Technician.

The recommended rates for this new title take into consideration the rates of pay for similar classifications across city government as well as the cost of labor in Southeastern Wisconsin.

The chart below shows the pay rates for similar classifications across city government.

Title	Pay Range	Title Minimum	Title Maximum
Port Operations Technician	7JN	\$39,458	\$59,511
Water Plant Facility Mechanic	7HN	\$39,458	\$56,454
Forestry Equipment Mechanic	7HN	\$44,992	\$56,454
Fleet Maintenance Technician	7HN	\$39,458	\$56,454
Fire Maintenance Technician	7HN	\$39,458	\$56,454
Facilities Maintenance Mechanic	7HN	\$43,671	\$56,454
Electrical Worker	7FN	\$39,921	\$49,370
Emergency Vehicle Equipment Installer	7EN	\$42,049	\$48,709
Water Meter Specialist	7EN	\$43,032	\$48,018
Equipment Mechanic IV	7EN	\$41,453	\$48,018
Water Meter Technician	7DN	\$40,005	\$47,498
<b>Maintenance Assistant</b>	<b>7CN</b>	<b>\$40,963</b>	<b>\$46,298</b>
Equipment Mechanic II	7CN	\$40,963	\$46,298
Equipment Mechanic I	7BN	\$39,117	\$43,699
Tow Lot Attendant	8DN	\$37,579	\$41,259
Sanitation Yard Attendant	8DN	\$37,579	\$41,259
Locator Technician	8DN	\$37,579	\$41,259
Garage Attendant	8DN	\$37,579	\$41,259
Custodial Worker II – City Laborer	8DN	\$37,209	\$41,259
City Laborer	8DN	\$37,579	\$41,259

This report also considers the cost of labor from the Economic Research Institute (ERI), a salary survey to which DER subscribes.

#### Garage Servicer

Area Name	10%	25%	Mean	75%	90%
West Allis, Wisconsin	39,203.00	41,327.00	44,438.00	46,878.00	49,677.00
Kenosha, Wisconsin	40,648.00	42,851.00	46,100.00	48,674.00	51,655.00
Madison, Wisconsin	38,844.00	40,852.00	43,784.00	46,064.00	48,653.00
Milwaukee, Wisconsin	39,053.00	41,158.00	44,238.00	46,654.00	49,426.00
Racine, Wisconsin	38,203.00	40,282.00	43,313.00	45,675.00	48,373.00
Waukesha, Wisconsin	39,176.00	41,300.00	44,412.00	46,852.00	49,652.00
<b>Average</b>	<b>39,187.83</b>	<b>41,295.00</b>	<b>44,380.83</b>	<b>46,799.50</b>	<b>49,572.67</b>

ERI – July 2022

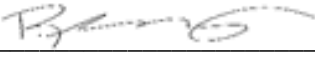
*ERI defines a Garage Servicer as a position that services trucks, buses, automobiles, and other automotive equipment used in industrial or commercial establishments. Duties include inspects equipment to ascertain gasoline, oil, and water requirements; tests batteries and tires; changes oil and lubricates automotive equipment; may keep record of gas and oil supplied to each vehicle and gasoline and oil supplies in storage tanks; may service heavy duty equipment or vehicles.*

Based upon the market rates of pay for similar positions in southeastern Wisconsin, this report recommends classifying this new position as a Maintenance Assistant in Pay Range 7CN. This recommendation will create pay compression with the minimum rates of pay for related higher-level classifications and a future report will make recommendations that resolve these compression issues.

**Action Required – Effective Pay Period 16, 2022 (July 24, 2022)**

**\* See addendum included in CCFN: 220432 for Salary and Position Ordinance changes.**

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Renee Joos, Interim Employee Relations Director



**F**

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet and CCFN 220478.

**G**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years       3-5 Years

1-3 Years       3-5 Years

1-3 Years       3-5 Years

**H**

List any costs not included in Sections D and E above. \_\_\_\_\_

**I**

Additional information. \_\_\_\_\_

**J**

This Note     Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of July 26, 2022  
Finance and Personnel Committee Meeting of July 26, 2022

<b>NEW COSTS FOR 2022</b>											
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal	
	DPW-Operations	New Underfill Title	N/A	Maintenance Assistant	7CN	N/A	N/A	N/A Underfill Title Only			
1	Election Commission	Election Comm-Executive Director	1KX	Election Comm-Executive Director	1LX	\$96,900	\$106,590	\$4,100	\$574	\$4,674	
1	Election Commission	Election Comm-Deputy Director	1HX	Election Comm-Deputy Director	1IX	\$75,805	\$87,666	\$5,018	\$703	\$5,721	
1	Election Commission	Election Services Business Systems Coord	1EX	Election Operations and Training Manager	1FX	\$65,594	\$71,487	\$2,493	\$349	\$2,842	
1	Election Commission	Voter Education and Outreach Coord	2EX	Voter Outreach and Education Coord	2FX	\$59,353	\$65,641	\$2,660	\$372	\$3,033	
1	Election Commission	Administrative Services Coord	5JN	Election Administrative Services Coord	2EN	\$51,840	\$58,523	\$2,827	\$578	\$3,406	
1	Election Commission	Absentee Services Coord	5JN	Absentee Services Coord	2EN	\$49,655	\$58,523	\$3,752	\$767	\$4,519	
1	Election Commission	Election Services Field Coord	5JN	Election Services Field Coord	2EN	\$56,709	\$60,679	\$1,680	\$343	\$2,023	
1	Election Commission	Election Services Coord	5HN	Election Services Coord	2DN	\$47,290	\$53,529	\$2,640	\$540	\$3,179	
1	Election Commission	Election Services Coord	5HN	Election Services Coord	2DN	\$45,913	\$51,970	\$2,563	\$524	\$3,087	
1	Employee's Retirement	New Position	N/A	Disability Specialist - Lead	2HX	N/A	N/A	N/A Please see File 220478			
10								\$27,732	\$4,751	\$32,483	

Assume effective date is Pay Period 16, 2022 (July 24, 2022).

<b>NEW COSTS FOR FULL YEAR</b>											
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal	
	DPW-Operations	New Underfill Title	N/A	Maintenance Assistant	7CN	N/A	N/A	N/A Underfill Title Only			
1	Election Commission	Election Comm-Executive Director	1KX	Election Comm-Executive Director	1LX	\$96,900	\$106,590	\$9,690	\$1,357	\$11,047	
1	Election Commission	Election Comm-Deputy Director	1HX	Election Comm-Deputy Director	1IX	\$75,805	\$87,666	\$11,861	\$1,661	\$13,522	
1	Election Commission	Election Services Business Systems Coord	1EX	Election Operations and Training Manager	1FX	\$65,594	\$71,487	\$5,893	\$825	\$6,718	
1	Election Commission	Voter Education and Outreach Coord	2EX	Voter Outreach and Education Coord	2FX	\$59,353	\$65,641	\$6,288	\$880	\$7,168	
1	Election Commission	Administrative Services Coord	5JN	Election Administrative Services Coord	2EN	\$51,840	\$58,523	\$6,683	\$1,367	\$8,050	
1	Election Commission	Absentee Services Coord	5JN	Absentee Services Coord	2EN	\$49,655	\$58,523	\$8,868	\$1,814	\$10,682	
1	Election Commission	Election Services Field Coord	5JN	Election Services Field Coord	2EN	\$56,709	\$60,679	\$3,970	\$812	\$4,782	
1	Election Commission	Election Services Coord	5HN	Election Services Coord	2DN	\$47,290	\$53,529	\$6,239	\$1,276	\$7,515	
1	Election Commission	Election Services Coord	5HN	Election Services Coord	2DN	\$45,913	\$51,970	\$6,057	\$1,239	\$7,296	
1	Employee's Retirement	New Position	N/A	Disability Specialist - Lead	2HX	N/A	N/A	N/A Please see File 220478			
10								\$65,549	\$11,229	\$76,778	

Note: Totals may not be to the exact dollar due to rounding.