



**Commissioners:**  
Terrell Martin, Chair  
Patricia Ruiz-Cantu  
Douglas Haag

**Executive Director:**  
Paulina Gutiérrez

December 3, 2024

Mr. Francis Bock  
Civil Service Commission President  
City Hall, Room 706  
200 E. Wells Street  
Milwaukee, WI 53202

RE: Extension of Temporary Appointment Request: Zuñiga, Jonatán

Dear Mr. Bock:

The Milwaukee Election Commission respectfully requests approval to extend the temporary appointment of Jonatán Zuñiga to Deputy Director for the Milwaukee Election Commission through June 30, 2025.

I am requesting that this temporary appointment be extended through June 2025 to enable Mr. Zuñiga to continue to his work involving extended project management duties and election operation duties for the February and April 2025 elections that are expected to be high turnout due to the State Supreme Court race up in spring. The continuity of this temporary appointment provides assurances that critical projects will not be delayed.

Additionally, I am requesting that the extension be retroactive from 12/21/2024 so as not to impact Mr. Zuñiga's pay.

Thank you for your consideration. Please don't hesitate to reach out if you have questions. I can be reached at: 414-286-5995.

Respectfully Submitted,

A handwritten signature in black ink, reading "Paulina Gutiérrez". The signature is fluid and cursive, with the first name "Paulina" and last name "Gutiérrez" clearly visible.

Paulina Gutiérrez  
Executive Director  
Milwaukee Election Commission



Department of Employee Relations  
200 E. Wells Street, Room 706  
Milwaukee, WI 53202-3554



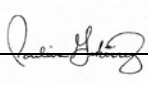
R. 07.08.19

## NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS							
DEPARTMENT/DIVISION ELECTION COMMISSION	LAST NAME ZUNIGA	FIRST NAME JONATAN	INITIAL				
AUTHORIZED POSITION TITLE DEPUTY DIRECTOR	PAY RANGE 1IX	F&P COMMITTEE APPROVAL DATE AUX	REQUISITION # AUX				
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #					
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 12/21/2024	ANTICIPATED EXPIRATION DATE 06/30/2025	T.A. RATE OF PAY 3741.43				
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW							
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:  The department has requested a reclassification study of the current position Mr. Zuniga holds, Election Operations & Training Manager. He is currently classified the same as the Election Training Manager, one of the positions he supervises. Mr. Zuniga continues to oversee the election inspector training program and is personally responsible for the training of chief inspectors, but							
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:  Mr. Zuniga is the existing Election Operations and Training Manager (1.5 yrs), previously served as the Deputy Director of the Election Commission for two years, and had 4 years of previous experience in community engagement.							
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <table border="0"><tr><td><b>TRAINING AND EDUCATION:</b> Bachelor's of Arts Degree in Urban Studies, minor in Business Admin. May 2015</td><td><b>WORK EXPERIENCE:</b> 4 years of election administration experience, 5 years of community outreach and engagement experience, including project management, staff supervision, creating private/public/government</td><td colspan="2"><b>OTHER REQUIREMENTS (i.e. LICENSES)</b></td></tr></table>				<b>TRAINING AND EDUCATION:</b> Bachelor's of Arts Degree in Urban Studies, minor in Business Admin. May 2015	<b>WORK EXPERIENCE:</b> 4 years of election administration experience, 5 years of community outreach and engagement experience, including project management, staff supervision, creating private/public/government	<b>OTHER REQUIREMENTS (i.e. LICENSES)</b>	
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IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: ELECTION COMMISSION	CURRENT POSITION TITLE: ELEC. OPS & TRAINING MGR	EMPLOYEE ID NUMBER: 032277				
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Explain Relationship							
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.							
REPORTING OFFICER PAULINA GUTIERREZ	SIGNATURE 	TITLE EXECUTIVE DIRECTOR	DATE 12/03/2024				
APPROVING OFFICER PAULINA GUTIERREZ	SIGNATURE	TITLE EXECUTIVE DIRECTOR	DATE 12/03/2024				
THIS SECTION FOR DER REVIEW							
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE				



## TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

### SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
ZUNIGA, JONATAN		12/03/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
DEPUTY DIRECTOR	1IX	3741.43

### SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

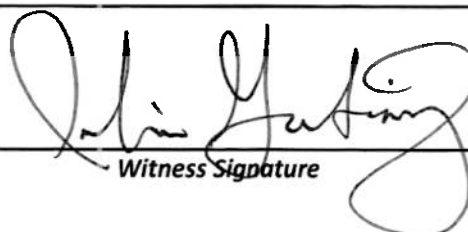
A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

  
Temporary Appointment Applicant Signature

12/3/24

Date Signed

Paulina Gutierrez  
Witness Name (Print)

  
Witness Signature

# JOB DESCRIPTION

## FOR DER USE ONLY

### Vacancy No.

City Service  
Commission:  
Fire & Police  
Commission:

Finance  
Committee:  
Common  
Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 06/17/22		<b>2. Present Incumbent:</b> Jonatan Zuniga		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b> 7/20/2020		<b>4. Previous Incumbent:</b> Theresa Gabriel		<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/> <b>xx</b> If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Election Commission		<b>Bureau:</b> -- <b>Division:</b> --		<b>Unit:</b> -- <b>Section:</b> --	
<b>6. Work Location:</b> City Hall, Room 501		<b>Telephone:</b> <b>Email:</b>		<b>Work Schedule:</b> Hours: / Days:	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-represented		<b>10. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>9. If in District Council 48, which local?</b>					
<b>10. Official Title:</b> Election Commission Deputy Director		<b>Pay Range</b>		<b>Job Code</b>	
<b>Underfill Title (if applicable):</b>		1FX		4619	
<b>Requested Title (if applicable):</b>					
<b>Recommended Title (DER Use Only):</b>		<b>Approved by:</b>			
		<b>Date:</b>			

## 11. BASIC FUNCTION OF POSITION:

The basic function of the position is to oversee the department's field and election worker operations, polling place processes and procedures, oversee active campaign committees' compliance with campaign finance law, and serve in the capacity of executive director when the executive director is not available.

## 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
35%	<ul style="list-style-type: none"> <li>Provide on-going direct supervision of the Election Worker Coordinator, Bilingual Election Worker Coordinator, and Field Coordinator</li> <li>Develop training plan for each function of Election Worker Coordinator and Field Coordinator position based on job description; examples: recruitment planning, database training, HRMS training, conducting accurate inventory, etc.</li> <li>Develop and execute a recruitment plan on an ongoing basis for maintaining adequate Election Inspector and Chief Inspector staffing levels</li> </ul>
20%	<ul style="list-style-type: none"> <li>Monitor changes to election law as it affects polling place procedures.</li> <li>Review current training manuals and revise to reflect any changes to election law.</li> <li>Review current training curriculum and revise to reflect any changes to election law.</li> <li>Monitor deficiencies in Election Inspector performance based on information from Chief Inspectors.</li> <li>Research training techniques to determine the best methods to improve training, address deficiencies, or to teach new procedures.</li> <li>Assist with management of the Board of Canvasser's reconciliation process to identify training needs, process improvements, and overall field performance</li> </ul>
20%	<ul style="list-style-type: none"> <li>Maintain understanding of current Wisconsin campaign finance law and ballot access.</li> <li>Monitor changes to campaign finance law as it affects campaign committees.</li> <li>Notify all campaign committees of campaign finance report deadlines.</li> </ul>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> <li>• Answer questions about campaign finance reports.</li> <li>• Review campaign finance reports for compliance with Wisconsin law.</li> <li>• Notify campaign committees about discrepancies in their reports or non-compliance in filing reports.</li> <li>• Notify District Attorney's Office or WI Ethics Commission about campaign committees that fail to file reports.</li> <li>• Answer questions about ballot access.</li> <li>• Conduct executive review of nomination papers.</li> </ul>
15%	<ul style="list-style-type: none"> <li>• Assist the Executive Director in handling media inquiries, external communications, and management of consistent branding of election worker and voter education materials</li> <li>• Maintain relationships with community leaders and organizations to foster collaborative recruitment of poll workers and promotion of voter education information within the community</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Assist Executive Director in the event of Board of Commissioners meetings, recount, and other similar matters.</li> <li>• Serve in the capacity of Executive Director in the director's absence or incapacitation</li> </ul>
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**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
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	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Claire Woodall-Vogg, Executive Director

**SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

This position works collaboratively as a member of the leadership team, but receives very little direct supervision on work assignments and methods.

**D. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 2 - 1,000.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

of supervision exercised by indicating one or more of the following:		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
2	Election Services Coordinators	a-d, f-h
1	Elections Services Field Coordinator	a-d, f-h

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a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
<b>Number Supervised</b>	<b>Job Title</b>	<b>Extent of Supervision Exercised</b> <i>(Select those that apply from list above, a - h)</i>
4	Temporary Office Assistants	a-d, f-h

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

- Education and Experience:
  - Bachelor's degree preferably in public administration, human resources management, or business. OR five years of progressively responsible and relevant experience in government.
  - Minimum of four years of professional staff management experience
  - Minimum of five years project management or program coordination experience
- Knowledge, Skills and Abilities
  - Basic knowledge of elections and electoral process.
  - Basic knowledge of governmental operations and procedures related to the department and elections.
  - Ability to present complicated information in a clear and concise manner to the public
  - Ability to develop training curriculums
  - Basic math skills.
  - Basic office clerical skills.
  - Basic supervisory skills.
  - Customer service skills.
  - Computer skills – MS Office Suite or comparable, human resources-related applications.
  - Ability to develop proficiency in office specific software or applications.
  - Ability to develop working understanding of election law.
- Certifications, Licenses, Registrations:  
Valid Wisconsin driver's license.
- Other Requirements:

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

***CHECK ALL THAT APPLY:***

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<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
x	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
x	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
x	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
x	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

x	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)

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<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** \_\_\_\_\_%

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions <i>(such as typical office or administrative work)</i> .
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes <i>(i.e. warehouses, covered loading docks, garages, etc.)</i>
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
x Office Machines <i>(check all that apply):</i> xCopier   x Facsimile   x Calculator <input type="checkbox"/> Cash register	
x Other <i>(please list):</i> voting (tabulating and marking) equipment	

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

There has been a gradual and at times radical shift in the climate surrounding elections in the past decade. This shift has significantly changed the environment in which work is performed by all staff within the department, especially visible leadership such as the Election Services Business Systems Coordinator, Deputy Director and Executive Director. The environment no longer consists of only potentially hostile customers (which is comparable in other departments such as the Clerk's Office, Mayor's Office, Health Department, etc.). Work is routinely performed under high-stress, fast-paced, and politically-charged conditions that are often front page news.

There has been a significant increase in the presence of media surrounding normal work functions. The Election Commission routinely fields media requests and manages media presence in various situations, including daily operations in the Election Commission Office, public tests of election equipment, in-person absentee voting sites, drop box sites, Election Day, and recounts.

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There has also been a significant increase in the amount of subpoenas, lawsuits, and open records requests directed to the Clerk's Office. The lawsuits often result in sudden changes in election law that directly impact the way tasks are performed. Not only do staff need to keep abreast of the status of laws making their way through different courts, often fully developed programs must be upheaved and redesigned with little notice.

Violence and security threats against election officials and election infrastructure have also increased significantly, specifically within the Milwaukee Election Commission, in the past two years, causing the office to increase security measures and heighten security training of its staff. This environment now requires that staff undertake a certain level of risk and exposure in the work place.

**M. I believe that the statements made above in describing this job are complete and accurate.**



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*Signature of Department Head or Designated Representative*

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*