



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**TO:** Board of City Civil Service Commissioners

**FROM:** Harper Donahue, IV  
DER Director

**DATE:** May 10, 2024

**RE:** Request to exempt the position of Database Administrator (Election Commission)

Dear Commissioners:

I am writing to request exempt status of the temporary position of 'Database Administrator (Election Commission) from May 13, 2024 through August 13, 2024.

This request is being made to ensure a smooth transition at the leadership level in the Elections Commission. Additionally, with this request, Ms. Paulina Gutierrez, the recently appointed Executive Director for the Elections Commission, shall further be supported in her need to ensure the City's preparedness for elections relative to voter registration, absentee voting data management, in-person absentee voting (IPAV), oversight of staff access to WisVote, and Wisconsin's statewide voter registration/absentee database maintains the necessary integrity our residents expect.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at 414-286-3335.

Sincerely,

Harper Donahue, IV  
DER Director



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**TO:** Board of City Civil Service Commissioners

**FROM:** Kristin Hennessy Urban  
Human Resources Manager

**DATE:** May 10, 2024

**RE:** Request to exempt the position of Database Administrator (Election Commission)

<b><u>Position Title</u></b>	<b><u># of Positions</u></b>	<b><u>Pay Range</u></b>
Database Administrator	1	10X (\$117,464-\$164,445)

Please find attached a request for one-time exemption for one position of Database Administrator. A copy of the current job description is attached.

Continuity in operations and planning within the Election Commission is crucial. During this time of transition in leadership, there is an acute need to capitalize upon the expertise and knowledge transfer of outgoing staff. Under the direction of the Deputy Director and the Executive Director (once approved by the Common Council), the Database Administrator will provide expertise and support in all aspects of the voting process. The incumbent will serve in this position for a limited period to support the transition.

For the reasons cited above and due to the time-sensitive nature of supporting the Election Commission in their core functions, I recommend approval of this request. Please contact me at 414.286.8643 should you have any questions or concerns.

# JOB DESCRIPTION

<b>FOR DER USE ONLY</b>	
<b>Vacancy No.</b>	
City Service Commission:	Finance Committee:
Fire & Police Commission:	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> 5/10/24		<b>2. Present Incumbent:</b> Vacant		<b>Is incumbent underfilling position?</b>	
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b>		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
				If YES, indicate Underfill Title in box 10.	
<b>5. Department:</b> Election Commission			<b>Bureau:</b>		<b>Unit:</b>
			<b>Division:</b>		<b>Section:</b>
<b>6. Work Location:</b> City Hall Rm 501			<b>Telephone:</b>		<b>Work Schedule:</b>
			<b>Email:</b>		Hours: 8am-4:45pm / Days: M-F
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b>			<b>10. FLSA Status (check one):</b>
		<b>9. If in District Council 48, which local?</b>			<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>10.</b>	<b>Official Title:</b> Database Administrator (Election Commission)				<b>Pay Range</b>
					10X
	<b>Underfill Title (if applicable):</b>				
<b>Requested Title (if applicable):</b>					<b>EEO Code</b>
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>	
				<b>Date:</b>	

**11. BASIC FUNCTION OF POSITION:**

The Database Administrator (Election Commission) ensures the City’s preparedness for elections relative to voter registration, absentee voting data management, in-person absentee voting (IPAV) and oversight of staff access to WisVote, Wisconsin’s statewide voter registration/absentee database.

**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
50	Provide expertise in all aspects of the voting process; support the Election Commission in preparing for the upcoming elections. Ensure the timeliness and accuracy of City of Milwaukee data on the City’s website and in WisVote.
30	Coordinate In-Person Absentee Voting (IPAV), including site selection, recruiting, training and assigning workers; establish written policies and procedures; maintain quality control for accuracy; and ensure operations at each site are compliant with established rules and statutory requirements.
10	Assist with the administrative oversight of candidate campaign finance reporting requirements, including maintaining all candidate/campaign finance report files, reviewing reports for compliance with Wisconsin law, and consulting with the Executive Director on potential referrals to the District Attorney’s Office or WI Ethics Commission for committees that fail to file or rectify reports.
10	Plan Central Count processes and procedures.
10	Serve as a secondary contact for fielding public records requests; ensure requests are fulfilled in a timely manner.

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.

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

Paulina Guterrez, Election Commission - Deputy Director

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

The incumbent works collaboratively as a member of the leadership team, using professional discretion in the completion of work assignments and activities.

**D. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0.

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

i. Education and Experience:

1. Bachelor's degree in public policy, public or business administration from an accredited college or university.
2. Five years of project management or program coordination experience related to the essential functions of the position.
3. Proficiency with data management software and systems.

ii. Knowledge, Skills and Abilities:

1. Expert-level knowledge of Wisconsin State Statutes Chapters 5 – 12.
2. Expert-level knowledge of the voter registration process.
3. Expert-level knowledge of the absentee balloting process.
4. Expert-level knowledge of the Statewide Voter Registration System and its use.
5. Planning, coordinating, and time management skills.
6. Ability to build and maintain positive working relationships with a multi-cultural and multi-disciplinary staff and other internal and external departments and agencies.
7. Ability to lead a team through all aspects of large projects.
8. Excellent verbal communication skills, including the ability to make presentations to groups of varying sizes.
9. Ability to prepare written reports and other correspondence used for clear and concise communication of information.
10. Proficient in the use of Microsoft Office Suite
11. Ability to be flexible while maintaining control in very stringent, scrutinized public forums.
12. Ability to maintain composure under stress.

iii. Certifications, Licenses, Registrations:

Valid driver's license at the time of appointment and throughout employment

**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.

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**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:**

<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.
<input checked="" type="checkbox"/>	<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 to draw, press against something with steady force to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force 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 checked="" 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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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 checked="" 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.
<input type="checkbox"/>	<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 more than 100 pounds of force occasionally, and/or more than 50 pounds of force frequently, and/or more than 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:**

<input type="checkbox"/>	<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).
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<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.)
<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 (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e., warehouses, covered loading docks, garages, etc.)
<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 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 checked="" 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 checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):								

**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.)

**L. 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*

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