



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

Executive Director:
Paulina Gutiérrez

January 8, 2025

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

RE: Temporary Appointment Request: Whitley, Phyllis

Dear Mr. Bock:

The Election Commission respectfully requests that the Temporary Appointment for Phyllis Whitley be extended through August 30, 2025.

The position for Election Operations & Training Manager is currently vacant. The civil service hiring process is underway. Ms. Whitley has over 34 years' experience in elections and will need to take over some of the duties of the vacant position and will be leading the onboarding process of the new hire. Additionally, there are two elections in February and April. This temporary appointment will ensure job duties are covered for the vacant position and that Ms. Whitley is compensated appropriately for the temporary workload increase during an extremely busy period.

Thank you for your consideration. If you have any questions please contact me at x5995 or pgutie@milwaukee.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Paulina Gutiérrez". The signature is fluid and cursive, written over a light gray rectangular background.

Paulina Gutiérrez



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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
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:			
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:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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.) No 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	SIGNATURE	TITLE	DATE
APPROVING OFFICER		TITLE	DATE
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
PHYLLIS WHITLEY		01/08/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
AUX - ELECTION OPERATIONS & TRAINING MANAGER	1FX	2996.45

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.

Phyllis Whitley
 Temporary Appointment Applicant Signature

1/15/2025
 Date Signed

Paulina Gutierrez
 Witness Name (Print)

Jacob Habing
 Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
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.

1. Date Prepared/ Revised: 12/2024		2. Present Incumbent: VACANT		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: Jonatan Zuniga		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> xx <i>If YES, indicate Underfill Title in box 10.</i>	
5. Department: Election Commission			Bureau: -- Division: --		Unit: -- Section: --
6. Work Location: City Hall, Room 501			Telephone: Email:		Work Schedule: Hours: / Days:
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-represented 9. If in District Council 48, which local?			10. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Election Operations and Training Manager			Pay Range	Job Code
	Underfill Title (if applicable):			1FX	
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

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

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

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

As the lead manager, most work will occur at the Operations Center, in a warehouse setting. This includes but is not limited to ensuring building security, appropriate staffing, inventory control, transportation logistics, safe storage of supplies, and the safe operation of warehouse equipment and machines. They will manage public testing preparations and post-election recombobulation, and work with the Voter Registration & Outreach Coordinator and Absentee Services Coordinator to complete all post-electon duties and reconciliaton.

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

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.

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

% of Time	ESSENTIAL FUNCTION
30%	<p><u>Pre-, Post- and Election Day Operations Planning and Management</u></p> <ul style="list-style-type: none"> • Ensuring compliance with state law, lead all election field operations planning efforts to ensure smooth election day polling place operations that include but is not limited to: staffing, budget, supply/asset management, inventory control, logistics and transportation. • Plan and lead post-election recombobulation, pollbook scanning, and reconciliation efforts. Coordinate with the Voter Registration & Outreach Coordinator and the Absentee Services Coordinator to complete state required post-election duties accurately and within state deadlines. • Ensure the Operations Center is clean and operating at its most efficient capacity. Manage any security and/or maintenance needs. Lead all inventory tracking and management efforts. • Develop best practices for equipment handling, management, and transportation.
25%	<p><u>Election Administration - Election Day Equipment and Ballot Management</u></p> <ul style="list-style-type: none"> • Develop protocols and state-required forms to track and protect the chain of custody for all ballots and election materials and equipment utilized at polling locations. • Work with the field coordinator to ensure all election equipment is functioning properly before public testing and election day. • Lead all of the planning and staffing requirements for Public Testing. • Develop and manage procedures for equipment failures and repairs. • Ensure all election day staff have the necessary equipment and materials that are accurate, sufficient and ready for use at all polling locations.
25%	<p><u>Election Administration - Polling Place Management</u></p> <ul style="list-style-type: none"> • Ensure all wards are accounted for at all polling locations, problem-solve any polling place issues. Ensure all polling places are ready for operation before election day. • Oversee contact, agreements, and access to all polling locations. Lead any problem-solving or polling place changes to ensure state compliance. Ensure any agreements are in compliance with state and local rules and are finalized and executed as necessary before election day. • Lead polling place audits to develop ADA accessibility plans for compliance on election day. • Lead state required notification requirements to voters regarding polling locations changes, etc. • Research and develop plans for ward map changes and polling place changes. • Ensure polling location accuracy on the Wisvote system. • Develop signage placement plans to ensure voters are guided to their polling location. • Develop and maintain emergency management procedures for polling locations, including contingency planning and alternative polling place management.
15%	<p><u>Staff Management and Oversight</u></p> <ul style="list-style-type: none"> • Work with the Training Manager’s team to assign trained pollworkers (Chiefs and Inspectors) to all polling locations to ensure state minimum staffing requirements and political appointment parity. • Provide direct supervision and facilitate training to the Field Services Coordinator and Temp staff assigned to work post-election recombobulation, pollbook scanning, and reconciliation efforts. • Serve as the manager for all polling place election workers and chiefs. • Coordinate with the Training Manager to track and provide coaching and feedback to election day pollworkers.
	<ul style="list-style-type: none"> •

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> • Complete all required training on election administration and WisVote management.
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •

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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Deputy 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 management 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 – 3,000+**.

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:

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)	
1	Election Services Field Coordinator	a-h	
3,000+	Election Day Chief & Election Inspectors	a-h	
25	Temporary Election Laborers (includes technicians, troubleshooters, couriers)	a-h	
12-40	Temporary Election Services Workers	a-h	

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

- Education and Experience:
 - Bachelor’s degree preferably in logistics, business operations, public administration, communications, or another relevant field for the job duties described 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 operations/logistics 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
 - 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.

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- Certifications, Licenses, Registrations:
Valid Wisconsin driver's license.
- Other Requirements:
No felonies.

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:

<input type="checkbox"/>	Climbing: 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"/>	Balancing: 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"/>	Stooping: 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"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: 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"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: 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"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input type="checkbox"/>	Talking: 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 checked="" type="checkbox"/>	Hearing: 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"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: 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:

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<input type="checkbox"/>	Sedentary Work: 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 checked="" type="checkbox"/>	Light Work: 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"/>	Medium Work: 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"/>	Heavy Work: 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"/>	Very Heavy Work: 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:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: 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"/>	Machine Operators, Mechanics, Skilled Tradespeople: 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"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: 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"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: 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"/>	The worker is subject to atmospheric conditions: 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"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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:

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<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 (please list):	
x Office Machines (check all that apply): xCopier x Facsimile x Calculator <input type="checkbox"/> Cash register	
x Other (please list): 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. Work is routinely performed under high-stress, fast-paced, and politically-charged conditions that can become 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.

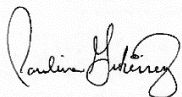
There has also been a significant increase in the number of subpoenas, lawsuits, and open records requests directed to the Clerk's Office. Staff must remain vigilant and recognize that all emails, and work product could be subject to open records.

Sudden changes in election law as a result of a lawsuit is commonplace especially before an election, which can directly impact the way tasks are performed. Each staff must play a role in keep apprised of state law changes, and staying up to date on the latest election-related news. Flexibility is paramount as sometimes established protocols must be upheaved and redesigned with little notice and requiring public communication.

Violence and security threats from criminal elements uniquely against election officials and election infrastructure has increased, especially during general elections. This requires the office to employ heighten security measures to protect the safety and security of staff and elections administration. Additionally, training and vigilance may be required to ensure the smooth operations of elections. The Milwaukee Election Commission works closely with local, state, and federal law enforcement on a regular basis and will make operational changes as necessary.

The ability to function in this type of environment requires exceptional time-management and project coordination experience, as well as the ability to be flexible while maintaining control in very stringent, scrutinized public forums. This requires staff to work under high-pressure but remain flexible to protect democracy.

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



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.