



Department of Employee Relations

May 19, 2006

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy Hamblin
Labor Negotiator

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number 060041

The following classification and pay recommendation will be submitted to the City Service Commission for consideration on May 23, 2006. We recommend this reclassification, subject to approval by the City Service Commission:

In the Election Commission, one position of Voting Machine Technician, Pay Range 240, held by Phyllis Whitley, is recommended for reclassification to Election Services Coordinator, Pay Range 540.

The Job evaluation reports covering the above positions, including the necessary Salary Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Reports
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Troy Hamblin, Betty Schraith, Susan Edman, Neil Albrecht, Phyllis Whitley, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: May 23, 2006

Incumbents: Phyllis Whitley Department: Election Commission

Present	Request
Title: Voting Machine Technician	Title: Election Services Coordinator
Salary: PR 240 (\$36,044 – \$39,826)	Salary: PR 540 (\$41,368 - \$47,245)
Step: \$39,826	Source: Department
Recommendation:	
Title: Election Services Coordinator Salary: Pay Range 540 (\$41,368 – \$47,245) New Rate: \$41,368	
Rationale:	
The changes that have taken place in this position have significantly increased its level of responsibility and impact. As the Election Commission's sole field position, it has assumed responsibility for coordinating the set-up and break-down of all electronic voting machines and equipment at 200+ polling sites and overseeing the work of temporary "technicians" who test and repair voting equipment. Furthermore, the Election Commission wishes to designate this position as its third-in-command.	

Action Required

In the Salary Ordinance, under Pay Range 240, delete the title "Voting Machine Technician" and under Pay Range 540, add the title "Election Services Coordinator."

Background

At its regular meeting of May 9, 2006, the City Service Commission voted to rescind its action of March 7, 2006, which reclassified the position from Voting Machine Technician (Pay Range 240) to Program Assistant II (Pay Range 530). It further directed the Department of Employee Relations to hold additional discussions regarding the proper classification of this position, based upon correspondence submitted to the Commission by the Election Commission in conjunction with the appeal of the Commission's March 7, 2006 determination.

The Employee Relations' staff carried out this directive by reviewing a revised job description for the position and holding discussions with Susan Edman, Executive Director of the Election Commission; regarding the role this position currently plays and will be expected to play from this point forward as well as new and changed duties and responsibilities.

During these discussions, the Executive Director of the Election Commission stated that it is the department's intention to have this position function as a third-in-command for the department, as the field person responsible for overseeing and carrying out all of the logistics required to successfully set up and carry out elections at 200+ polling sites. The position independently ensures the set-up, availability, and functionality of 425+ voting machines, and trains and directs the work of Temporary Election Laborers, called "technicians" by the Election Commission staff, who test and repair malfunctioning equipment.

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In addition, the position works closely with Neil Albrecht, the Election Services Manager, in ensuring the availability and adequacy of polling sites, sufficient supplies of ballots and other supplies, and poll workers who carry out their jobs according to Election Commission standards. The position also works with both the Election Services Manager and Executive Director of the Election Commission and the "poll worker coordinator" in improving operations.

Changes in Duties and Responsibilities and Associated Level of Responsibility

The nature of work performed by this position has changed from that of a one-person repair operation to training and overseeing the work of temporary employees who perform routine repairs on voting machines, including repairs during elections; coordinating the placement of voting equipment and materials to polling places; ensuring that voting machines function properly prior to and during elections; inputting proper information regarding candidates into each voting machine; working with the Election Services Manager position to ensure that 200+ polling places are available and ADA compliant. The majority of these changes have taken place during the past 18 months.

Analysis

The impact of this job and consequence of error associated with the work is consequently far greater than it was 18 months ago. Along with an increase in the level of responsibility, the knowledge, skills, and competencies required for successful job performance have also increased. Whereas this position formerly required a high school diploma, mechanical aptitude, knowledge of electronics, and a driver's license, the position under study now requires an associate's degree in business or related area and four years of administrative experience, two of which should be in a leadership or supervisory capacity. (Equivalent combinations of education and experience are acceptable.)


Considering the changes that have taken place in this position, the Election Commission has requested that this position be allocated to Pay Range 540 with the title of "Election Services Coordinator" and be recognized as the department's third-in-command.

The impact of this position is elevated by the fact that it functions as the sole field position/person for the Election Commission; all other Election Commission staff work at City Hall. As mentioned previously, the person filling this job must independently coordinate the set-up and break-down of all voting machines and equipment in 200+ polling places. From this perspective, the Election Commission's request to recognize this position as its third-in-command, as its sole field position, is understandable. Furthermore, considering the level of responsibility now exercised, as reflected by consequence of error, the department's request to classify the position as an Election Services Coordinator in Pay Range 540 appears appropriate. Finally, the level of responsibility exercised and knowledge/skills/competencies required is comparable to other paraprofessional level positions allocated to Pay Range 540.

Recommendation

We therefore recommend that the position of Voting Machine Technician filled by Phyllis Whitley be reclassified to the new title of Election Services Coordinator in Pay Range 540, as requested.

Submitted by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Montegudo, Employee Relations Director