

Job Evaluation Report

City Service Commission Date: July 24, 2007
 Department: Election Commission

Current	Request	Recommendation
Election Services Manager Salary Grade 06 (\$48,257-\$67,566)* Neil Albrecht Step 6 \$56,229*	Study of Position	Election Services Manager Salary Grade 09 (\$58,448-\$81,824)* Step 1 \$58,448*
Rationale: For the past two years the position of Election Services Manager has effectively served as an assistant department head for the Election Commission in managing ongoing elections, supervising permanent and temporary staff, planning improvements to the City's election processes and systems, implementing campaign finance laws, and implementing a new Statewide Voter Registration System in Milwaukee. We therefore recommend reclassifying the position comparable to the level of a 'Program Manager' in SG 09.		

*2006 Rates

Action Required

In the Salary Ordinance, under Salary Grade 006, delete the title "Election Services Manager" and under Salary Grade 009, add the title "Election Services Manager".

Background

The Election Commission Executive Director Susan Edman has requested a reclassification study of the position of Election Services Manager. On May 23, 2007 staff received a cover letter detailing changes to the position and a new job description. A job audit was conducted with Executive Director Susan Edman and the incumbent Neil Albrecht.

Duties and Responsibilities

This position serves as the second-in-command for the Election Commission and coordinates and manages federal, state and local elections in the City of Milwaukee. In doing so this position ensures compliance with State of Wisconsin Statutes and local Campaign Finance laws. The position's specific duties, responsibilities and requirements include:

- 15% Manage Election Operations Policies and Procedures
 - Develop written policies and procedures for all on-going election management functions including voter registration and absentee ballot voting, poll worker training and coordination, and polling site operations. Maintain a working knowledge of the seven chapters of Wisconsin State Statutes that regulate all election-related activities.

- 15% Special Projects
 - Support the Executive Director in managing special elections, audits, recounts and Federal and State elections.

- 10% Supervise Election Commission Staff
 - Supervise three Program Assistant I positions and Election Services Coordinator. Indirectly supervise the City's 1500 election poll workers and temporary office staff.
- 10% Campaign Finance
 - Oversee candidate registration and notification to candidates of campaign finance report filing requirements. Conduct review of related documents files with the Election commission. Maintain a working knowledge of campaign finance law and respond to public inquiries accordingly. Work with the Milwaukee County District Attorney's Office when appropriate.
- 10% Strategic Planning
 - Continuously review the operations of the Election Commission functions and develop and implement recommendations to improve systems.
- 10% Election Programming
 - Develop a thorough knowledge of the software used to program the City's election equipment (Optech Eagle and AutoMARK Voting machine)
- 10% Statewide Voter Registration system
 - Serve as a liaison to the State Elections Board throughout the process of implementing a statewide voter registration system by providing feedback and advocating for necessary changes.
- 20% Other duties
 - Assist the Executive Director in developing an annual operating and capital budget
 - Respond to media requests and cultivate positive media relationships, prepare news releases
 - Provide staff support to the Board of Election Commissioners
 - Represent the Election Commission at community meetings and events.

Requirements include a related Bachelors degree and three years of experience in coordinating elections. Experience working with community organizations and the media is required. Equivalent combinations of training and experience may be considered.

Changes to Position

For the past two years the position of Election Services Manager has effectively served as an assistant department head for the Election Commission in managing ongoing elections, supervising permanent and temporary staff, planning improvements to the City's election processes and systems, implementing campaign finance laws, and implementing a new Statewide Voter Registration System in Milwaukee.

Elections have become exceedingly more complex in recent years, and as evidenced by the coverage received in national, state and local media, are under far greater scrutiny from politicians, advocacy groups, and the general public.

Changes that have impacted the position include the Help America Vote Act of 2002. This act has increased the work of elections administrators at the local level. All states must now maintain a statewide voter registration system, all polling sites must be accessible to persons

with disabilities, and all polling sites must be equipped with voting equipment that allows persons with disabilities to vote privately and independently.

Other changes include implementing the recommendations of the 2005 City of Milwaukee Election Task Force Report. Key initiatives that remain include a comprehensive poll worker recruitment campaign, implementing procedures for the centralized processing of absentee ballots on election days, maintaining quality assurance systems for tracking voter registration data, ensuring that polling places are not overcrowded, and management and administration procedures for the Election Commission.

The current pool of 1500 poll workers has been staffing the City of Milwaukee polling sites for many years. With the changes to the Election Commission's policies and procedures, and with the increased scrutiny and complexity of elections, many poll workers have been retiring. This has increased the responsibility of this position to recruit and train new poll workers that possess a different skill set than those who had previously staffed the City's polling sites.

These changes to Federal and State of Wisconsin election laws, and initiatives of the Election Task force have and will continue to require changes to the Election Commission policies and procedures as well as training for staff members.

Analysis

The scope of responsibility for Election Services Manager has changed in the past several years and now effectively serves as the assistant department head in managing all aspects of the elections process.

In reviewing other related positions citywide, the most comparable positions appear to be other positions at the level of a 'Program Manager' in Salary Grade 09. Comparable titles in this Salary Grade include program managers in the Health department such as Consumer Environmental Health Manager, Home Environmental Health Manager, and Maternal and Child Health Manager, Economic Development Marketing Manager in the Department of City Development, and Business Operations Managers for the Health department and Library. Positions at this level manage a departmental program as well as have responsibility for the financial aspects and staff dedicated to implementing a program.

The level impact and responsibility for this position has increased to the level of a 'Program Manager' in managing all aspects of the City of Milwaukee Elections process. For this reason we recommend reclassifying the position into Salary Grade 09. Based on our review the management job evaluation factors should be as follows:

Factor	Level	Points
Impact & Accountability	10	158
Knowledge & Skill	8	111
Relationship Responsibility	6	38
Working Conditions	1	5
Total Points		312
Salary Grade 09: 306-351 Points		

Recommendation

Based upon the above analysis, our recommendation is to reclassify this position as Election Services Manager in Salary Grade 09.

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