



Election Commission

**Commissioners**  
Stephanie Findley  
David H. Redemann  
Robert F. Spindell, Jr.

**Executive Director**  
Neil V. Albrecht

June 24, 2015

Alderman Nik Kovac  
City Hall, Room 205  
200 E. Wells St.  
Milwaukee, WI 53202

RE: Communication File Regarding Changes to the 2015 Positions Ordinance

Dear Ald. Kovac:

The Election Commission is submitting this Communications File for inclusion on the July 17, 2015 Finance and Personnel Committee agenda. This file adds one Program Assistant I (PA-I) (Bilingual – Spanish) position to support the General Office Section and is critical for fulfilling the City’s federal requirement under Section 203 of the Voting Rights Act (Section 203). Section 203 requires the City to provide language assistance to Spanish-speaking voters with limited English proficiency. The City became subject to Section 203 in late 2011 and the Election Commission has since fulfilled the requirements by hiring a temporary Bilingual Elections Coordinator through the Department of Employee Relations’ Auxiliary Resources Program.

In addition, the PA-I will share the duties with a current PA-I (Election Worker Coordinator), whose voluminous workload includes scheduling, managing, and mobilizing anywhere from 1,000 to 2,200 Election Day workers and timely processing their payroll. The PA-I and the Election Worker Coordinator will also focus on the other key activities of training and recruitment of the additional Election Day workers who are essential for 2016 when the City will face two high turn-out elections: the Spring Election in April and the Presidential election in November.

The 2015 Positions Ordinance would need to be amended as follows:

<u>Position Title</u>	<u>Pay Range</u>	<u>Add</u>
Program Assistant I	SEN	1

Sincerely,

Neil V. Albrecht  
Executive Director

Cc: T. Gabriel, M. Nicolini, M. King

