



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

Executive Director:
Claire Woodall

May 24, 2024

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

RE: Extension of Temporary Appointment Request: Zuñiga, Jonatán

Dear Mr. Bock:

The Milwaukee Election Commission respectfully requests approval to extend the temporary appointment of Jonatán Zuñiga to Deputy Director for the Milwaukee Election Commission to the end of the year, December 31, 2024.

Mr. Zuñiga has been providing his leadership to the Election Commission as we prepare for the November General Election.

I am requesting that this temporary appointment be extended through the end of the year to enable Mr. Zuñiga to continue to his work involving extended project management duties for our technical projects during this crucial time as we prepare and administer the November General Election. The continuity of this temporary appointment provides assurances that critical projects will not be delayed.

Additionally, I am requesting that the extension be retroactive to May 25, 2024 so as not to impact Mr. Zuñiga's pay.

Thank you for your consideration. Please don't hesitate to reach out if you have questions. I can be reached at: 414-286-5995.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Paulina Gutiérrez". The signature is fluid and cursive, with the first and last names being clearly legible.

Paulina Gutiérrez
Deputy Director
Milwaukee Election Commission



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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 ELECTION COMMISSION		LAST NAME ZUNIGA		FIRST NAME JONATAN	INITIAL
AUTHORIZED POSITION TITLE DEPUTY DIRECTOR		PAY RANGE 1IX	F&P COMMITTEE APPROVAL DATE AUX	REQUISITION # AUX	
UNDERFILL TITLE (IF APPLICABLE)		PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #		
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period		EFFECTIVE DATE 05/26/2024	ANTICIPATED EXPIRATION DATE 12/31/2024	T.A. RATE OF PAY 3741.43	
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: The department has requested a reclassification study of the current position Mr. Zuniga holds, Election Operations & Training Manager. He is currently classified the same as the Election Training Manager, one of the positions he supervises. Mr. Zuniga continues to oversee the election inspector training program and is personally responsible for the training of chief inspectors, but					
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: Mr. Zuniga is the existing Election Operations and Training Manager (1.5 yrs), previously served as the Deputy Director of the Election Commission for two years, and had 4 years of previous experience in community engagement.					
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:					
TRAINING AND EDUCATION: Bachelor's of Arts Degree in Urban Studies, minor in Business Admin. May 2015		WORK EXPERIENCE: 4 years of election administration experience, 5 years of community outreach and engagement experience, including project management, staff supervision, creating private/public/government		OTHER REQUIREMENTS (i.e. LICENSES)	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, CURRENT DEPARTMENT: ELECTION COMMISSION		CURRENT POSITION TITLE: ELEC. OPS & TRAINING MGR	EMPLOYEE ID NUMBER: 032277
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.) <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 PAULINA GUTIERREZ		SIGNATURE 		TITLE DEPUTY DIRECTOR	DATE 05/24/2024
APPROVING OFFICER PAULINA GUTIERREZ		SIGNATURE 		TITLE DEPUTY DIRECTOR	DATE 05/25/2024
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
ZUNIGA, JONATAN		05/25/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
DEPUTY DIRECTOR	1IX	3741.43

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.

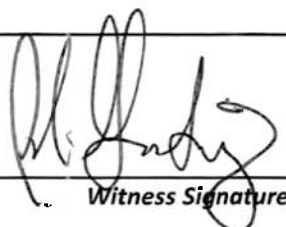
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (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.


Temporary Appointment Applicant Signature

5/28/24
Date Signed

Paulina Gutierrez
Witness Name (Print)


Witness Signature

Experience

City of Milwaukee Election Commission

Election Operations & Training Manager, October 2022 – present

- Oversee all operations related to Election Day Voting, including field operations, election worker recruitment, training and staffing, selection and accessibility of polling places, and election technology and security protocols.
- Provide ongoing direct supervision of the Election Worker Coordinator, Bilingual Election Worker Coordinator, Election Training Manager and Field Coordinator, as well as all chief inspectors, and develop action plans for each position with a focus on efficiency, transparency, and improving accuracy.
- Develop ongoing poll worker recruitment and training plans to maintain a base of 1,300 poll workers for recurring elections and 2,500 poll workers for General Elections.
- Develop and facilitate training courses for Chief Inspectors (polling site supervisors), provide performance feedback, and dismiss inspectors as necessary.
- Secure at least 180 private and public spaces to serve as neighborhood polling sites, execute MOUs for usage of sites, conduct accessibility analyses, and maintain primary and emergency contact information.
- Maintain and strengthen relationships with community leaders and organizations to foster collaboration and promotion of voter education.
- Review all bilingual election materials for accuracy and provide Spanish-language interviews with media

Leaders Igniting Transformation (LIT)

Civic Engagement Director, July 2022 – September 2022

- Directed LIT's civic engagement democracy campaign to ensure local democracy remains strong and meets the needs of historically and presently disenfranchised communities.

City of Milwaukee Election Commission

Deputy Director, July 2020 – June 2022

- Develop ongoing poll worker recruitment and training plans to maintain a base of 1,300 poll workers for recurring elections and 2,500 poll workers for General Elections.
- Maintain relationships with 23 organizations that adopt a voting site.
- Facilitate training courses for Chief Inspectors (polling site supervisors).
- Secure at least 180 private and public spaces to serve as neighborhood polling sites.
- Oversee procedures to package and deliver supplies and equipment to polling sites.
- Maintain, monitor and review candidate committees to ensure compliance with Wisconsin campaign finance and ballot access law.
- Maintain and strengthen relationships with community leaders and organizations to foster collaboration and promotion of voter education.
- Manage department's social media accounts: Facebook, Instagram, and YouTube.
- Provide direct supervision to Election Worker Coordinator, Bilingual Election Coordinator, Field Coordinator and at least 173 Chief Inspectors.

VIA CDC (Layton Boulevard West Neighbors)

Director of Outreach and Engagement, January 2019 – July 2020

Community Outreach Manager, June 2015 – January 2019

- Recruited, trained, and guided 70 residents to lead neighborhood groups.
- Co-created and implemented the Neighbors in Action Resident Leadership Program.
- Planned and implemented 16 community improvement projects for a total investment of \$56,250 and

396 residents engaged.

- Led community engagement and supported fundraising for the renovation of 3 public parks with a total investment of \$3.3 million.
- Developed outreach and engagement strategy for the 2020 Census and Spring Elections.
- Developed partnerships with local government, nonprofits, schools, churches and businesses.
- Collected and analyzed data to monitor progress on outcomes and neighborhood impact as well as identify opportunities to modify strategies for greater neighborhood impact.
- Provided direct supervision to the Community Outreach Manager and High School Intern.

Carmen Schools of Science & Technology

College Intern, June 2013 - June 2015

- Assisted the expansion team with strategic planning, public speaking engagements, mobilizing students, parents, and alumni, and presenting to the Milwaukee Board of School Directors.
- Assisted human resources with the hiring process including posting positions, receiving and organizing applications, setting up tour dates, and collecting all human resources forms for hired staff.

Education

University of Wisconsin Milwaukee

Bachelor of Arts, May 2015

- Major: Urban Studies
- Minor: Business Administration

Community Leadership & Involvement

- **Carmen Schools of Science and Technology Alumni Network**, Co-founder, July 2019 – Present
- **League of Women Voters Comité Por el Voto Latino**, Member, April 2018 – Present
- **Milwaukee Community Land Trust**, Board Member, October 2021 - Present

Accomplishments

- **LISC Milwaukee Awards for Neighborhood Development Innovation**, 2018 Trailblazer Award
- **Hispanic Professionals of Greater Milwaukee**, 2017 Future Leader Award

JOB DESCRIPTION

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

FOR DER USE ONLY	
Vacancy No.	
City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:

1. Date Prepared/ Revised: 06/23/22	2. Present Incumbent: Paulina	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled: 08/2022	4. Previous Incumbent: Jonatan Zuniga		
5. Department: Election Commission	Bureau: Division:	Unit: Section:	
6. Work Location: City Hall Rm 501	Telephone: Email:	Work Schedule: Hours: 8am-4:45pm / Days: M-F	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: 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 Commission Deputy Director		Pay Range 1LX	Job Code 4619
Underfill Title (if applicable):			
Requested Title (if applicable):			
Recommended Title (DER Use Only):		Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Deputy Director ensures the city's preparedness for elections with regard to voter services, including voter registration, absentee voting data management, in-person absentee voting (IPAV) and to provide oversight of all staff positions (permanent and temporary) that access WisVote, Wisconsin's statewide voter registration/absentee database. The Deputy also oversees active campaign committee compliance with campaign finance and ballot access law and serves in the capacity of the Executive Director when the Director is not available.

The position directly supervises the Voter Education & Outreach Coordinator, Election Services Absentee Coordinator, and all IPAV managers. Supervision includes providing training to ensure staff have a complete and functioning familiarity with WisVote and are maintaining quality control standards with regard to data accuracy and statutory compliance requirements. Beyond data management, this position will work with reporting staff to regularly train on existing statutes and analyze proposed statutes as they relate to voter registration, absentee and voting data.

This position will also assess and help shape the department's response to emerging issues that impact voting in the city and maintain ongoing compliance with all internal processes and procedures with regards to Chapters 5-12 of Wisconsin State Statutes. Furthermore, this position oversees Central Count on Election Day, the centralized processing location for absentee ballots.

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
35	• Supervise all voter service compliance and customer service areas, office policies and procedures; including direct supervision of the Election Services Absentee Coordinator,

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.

% of Time	ESSENTIAL FUNCTION
	<p>Election Services Administrator and in-person absentee voting managers.</p> <ul style="list-style-type: none"> Supervision includes developing best practices and quality control mechanisms to ensure the timeliness and accuracy of City of Milwaukee data on the City's website and in WisVote. This responsibility includes supervising the post-election reconciliation process, including the review of Election Day materials during the Board of Canvass after each election, but also including the reconciliation of data between the polling places and WisVote. Train and routinely evaluate all voter services staff
20	<ul style="list-style-type: none"> Oversee and coordinate all aspects of In-Person Absentee Voting (IPAV) for every election, including IPAV site selection, recruiting, training and assigning workers; establishing written policies and procedures; maintaining quality control for accuracy; and ensuring operations at each site are compliant with established rules and statutory requirements.
10	<ul style="list-style-type: none"> Assist director in oversight of all documentation requirements for candidates running for political office, securing and reviewing forms, review of nomination papers (in compliance with state law and administrative rule), timely updates to webpage information and responding to candidate and elected official questions. Assist direct with the administrative oversight of managing 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
15	<ul style="list-style-type: none"> Manage all aspects of Central Count processes and procedures in advance and serve as the main point of contact for Central Count on Election Day, including all training, staffing, and serving as Chief Inspector of Central Count on Election Day
10	<ul style="list-style-type: none"> Serve as the department's Personnel Officer in collaboration and communication with the Executive Director
10	<ul style="list-style-type: none"> Serve as a secondary contact for fielding public records requests and supervising the fulfillment of requests in a timely manner

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Assist the executive director with public information and media communication duties as needed
	<ul style="list-style-type: none"> All other duties and special projects as assigned

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Executive Director

D. 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 leadership team, but receives very little direct supervision on work assignments and methods.

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.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **2-200**.

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	Voter Education & Outreach Coordinator	A, b, d, e, f, g, h
1	Election Services Absentee Coordinator	A, b, d, e, f, g, h
4-15	Temporary Election Services Administrators (IPAV Managers)	A, b, d, e, f, g, h
1-150	Temporary Office Assistants – IPAV workers	A, b, c, d, e, f, g, h

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

i. Education and Experience:

1. Bachelor's degree or equivalent professional experience
2. Minimum of five years of election administration experience, project management or program coordination experience with at least one year of professional staff management experience

ii. Knowledge, Skills and Abilities:

1. Thorough knowledge of Wisconsin State Statutes Chapters 5 – 12
2. Thorough knowledge of the voter registration process
3. Thorough knowledge of the absentee balloting process
4. Knowledge of the Statewide Voter Registration System and its use
5. Skilled in organizing large projects
6. Planning, coordinating, and time management skills
7. Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff and other internal and external departments and agencies.
8. Ability to lead a team through all aspects of large projects
9. Excellent oral communication skills
10. Ability to prepare written reports and other correspondence used for clear and concise communication of information.
11. Proficient in the use of Microsoft Office Suite

iii. Certifications, Licenses, Registrations:

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

iv. Other Requirements:

Proven proficiency with data management software and systems

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.

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 checked="" 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 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 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:

<input checked="" 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 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.

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.

<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 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 (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<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:

<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 (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>):	<input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register
<input type="checkbox"/> Other (<i>please list</i>):	

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.

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, especially visible leadership such as the Election Services Business Systems Coordinator, Deputy Director and Executive Director. The environment no longer consists of only potentially hostile customers (which is comparable in other departments such as the Clerk's Office, Mayor's Office, Health Department, etc.). Work is routinely performed under high-stress, fast-paced, and politically-charged conditions that are often 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 amount of subpoenas, lawsuits, and open records requests directed to the Clerk's Office. The lawsuits often result in sudden changes in election law that directly impact the way tasks are performed. Not only do staff need to keep abreast of the status of laws making their way through different courts, often fully developed programs must be upheaved and redesigned with little notice.

Violence and security threats against election officials and election infrastructure have also increased significantly, specifically within the Milwaukee Election Commission, in the past two years, causing the office to increase security measures and heighten security training of its staff. This environment now requires that staff undertake a certain level of risk and exposure in the work place.

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.

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



Signature of Department Head or Designated Representative