



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

January 24, 2018

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

RE: Common Council File Number 171483

Dear Committee Members

The following classification and pay recommendations were submitted for the City Service Commission meeting on January 23, 2018.

Election Commission

Current	Recommendation
Election Services Manager PR 1FX (\$62,338 - \$87,270) (One Position)	Election Services Manager PR 1HX (\$70,827 - \$99,154) (One Position)
Election Services Specialist PR 2DN (\$46,347 - \$59,498) (One Position)	Election Services Administrator PR 2GN (\$51,469 - \$72,063) (One Position)
Election Services Specialist PR 2DN (\$46,347 - \$59,498) (One Position)	Election Services Office Administrator PR 2FN (\$48,294 - \$67,616) (One Position)
Election Services Coordinator PR 5HN (\$45,013 - \$51,408) (One Position)	Election Services Field Coordinator PR 5JN (\$47,095 - \$57,144) (One Position)
Program Assistant I PR 5EN (\$40,501 - \$46,724) (Three Positions)	Election Services Coordinator PR 5HN (\$45,013 - \$51,408) (Three Positions)



Sincerely,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Note

C: Neil Albrecht, Theresa Gabriel, Claire Woodall-Vogg, Denise Walton, Phyllis Whitley,
Michelle Caples, Megan Humitz, Dennis Yaccarino, Nicole Fleck, Molly King, Ken Wischer



JOB EVALUATION REPORT

City Service Commission Meeting: January 23, 2018

Election Commission

Current	Recommendation
Election Services Manager PR 1FX (\$62,338 - \$87,270) (One Position)	Election Services Manager PR 1HX (\$70,827 - \$99,154) (One Position)
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Election Services Coordinator PR 5HN (\$45,013 - \$51,408) (One Position)	Election Services Field Coordinator PR 5JN (\$47,095 - \$57,144) (One Position)
Program Assistant I PR 5EN (\$40,501 - \$46,724) (Three Positions)	Election Services Coordinator PR 5HN (\$45,013 - \$51,408) (Three Positions)

Background

The Election Commission - Executive Director, Neil Albrecht, has requested that the Department of Employee Relations (DER) study the classification and compensation level of several positions in the department due to many changes that have affected the level of the work. New job descriptions were provided and job audits were conducted with each of the current incumbents. Discussions were also held with the Election Commission - Executive Director and the Election Services Manager, Theresa Gabriel.

The department indicated there have been many changes that have affected the work of the staff in the Election Commission, including changes in laws and administrative rules regarding voter registration, early voting and other related areas; advances in technology; and a renewed scrutiny of the election process requiring an expanded responsibility for public information, interaction with the media, and maintaining relationships with candidates, community-based organizations, advocacy groups, primary political parties, and other governmental units. Working on local, state and federal elections has become more complex and the consequence of error is high.

Specific changes that have impacted the work of the staff include the following:

- The department transitioned from the City of Milwaukee's own Magic Software-based voter registration database to the more complex Wisconsin Statewide Voter Registration System in 2006 and then to WisVote in 2016. In January of 2017, Wisconsin municipalities began offering online voter registration and the Election Commission transitioned from paper records to indexing all voter registration applications. These changes have resulted in the need to learn the new voter registration system and the data indexing system, to have a higher level of data management comprehension, and the ability to problem-solve.
- The number of early voters has increased from 5,000 in the year 2000 to 53,000 in 2016. This resulted in the expansion of early voting to three different locations, the adoption of a "central count model" to count the absentee ballots on Election Day, and the hiring and training of several hundred poll workers. These changes have resulted in interacting more with the public and coordinating all the logistics for the early

voting sites (which will expand to eight sites in 2018) and the central count process which involves 120 city workers and support staff.

- The 2015 agreement between the City of Milwaukee and the United States Department of Justice Civil Rights Division requires on-going reviews and reports related to Milwaukee polling places. This includes a comprehensive ADA (Americans with Disabilities Act) Compliance Review at all polling locations. This change has resulted in the need for a more detailed review of approximately 200 polling places to assure they are in compliance with the law.
- The 2015 Wisconsin Act 159 eliminated the by-mail absentee voting for residents in assisted living facilities. The City hired and trained six Special Voting Deputies to conduct voting at assisted living facilities. That program has now changed and it is expected that Voter Ambassadors will be recruited to perform this work. These changes have required the development of specialized training for these positions and close monitoring of the process to ensure that strict guidelines are followed and the City is in compliance.
- The Department of Justice determined in 2011 that the City of Milwaukee was subject to the bilingual election requirements of Section 203 of the Voting Rights Act. This includes requiring all ballots, signage, and supplies being available in both English and Spanish; and the hiring of bilingual Election Workers. These changes have required a bilingual staff member who can evaluate language and other skills of bilingual Election Worker applicants, translate election materials as needed, and assign qualified Election Workers to polling sites requiring bilingual workers.
- The 2009 MOVE (Military and Overseas Voters Empowerment) Act requires complex tracking and reporting systems related to military and overseas voters. Any missing data or missed deadlines can result in significant penalties for a municipality. This change has resulted in the need to administer the requirements of this program and ensure compliance with the law.

In addition, the complexity of the work has increased due to rapid changes in Wisconsin election laws including photo identification, voter registration, absentee voting, polling place rules, campaign finance reporting, and candidate filing requirements. There is also a greater difficulty in recruiting and retaining election workers as they now need to be able to comprehend the more complex requirements for voting. Training of election workers is more involved and is done in smaller groups to make sure participants understand the materials, and refresher training is required.

All of these changes have impacted the duties and responsibilities of the staff positions. Previously, there was more emphasis on office administration and now there is a greater emphasis on reporting and compliance with various laws, community relations, comprehension of computer software and data systems, and coordination and/or delivery of training, early voting and central count. The updated duties, responsibilities, and requirements of the remaining full-time positions are listed below along with an analysis of the classification level. *[Please note that equivalent combinations of education and experience may also be considered and that the requirements have not yet been assessed by the Staffing Division.]*

Current:	Election Services Manager	PR 1FX (\$62,338 - \$87,270)
Recommendation:	Election Services Manager	PR 1HX (\$70,827 - \$99,154)

The basic function of this position is to oversee the department's election worker program, the post-election reconciliation process, active campaign committees' compliance with campaign finance law; and serve as the Executive Director when the Executive Director is not available. Duties and responsibilities include the following:

- 45% Develop a training plan for each function of Election Worker Coordinator positions; conduct meetings with each Election Worker Coordinator to discuss and develop action plans for tasks; meet on a periodic basis to discuss overall goals and desired outcomes; and monitor and correct/redirect work as needed.
- 25% Monitor changes to election laws as it affects polling place procedures; review and revise training manuals and curriculum to reflect changes in laws; monitor Election Inspector performance based on information

from Chief Inspectors; research training techniques to determine best methods for improving training, addressing deficiencies, and to teach new procedures; develop training exercises; recruit trainers from an existing list of Chief Inspectors; develop curriculum and conduct train-the-trainer programs; plan and schedule training for Chief and Election Inspectors; draft letters and other forms of communication to Chief and Election Inspectors; and supervise permanent and temporary staff who execute the mailings.

- 10% Maintain an understanding of current Wisconsin campaign finance law and monitor changes as they affect campaign committees; notify all campaign committees of campaign finance report deadlines; answer questions about campaign finance reports; review reports for compliance with Wisconsin law; notify campaign committees about discrepancies in their reports or non-compliance in filing reports; and notify the District Attorney's Office or Wisconsin Ethics Commission about campaign committees that fail to file reports.
- 10% Develop a plan for the recruitment of election workers for general elections; contact community leaders about the City's need for election workers; follow up with any promising contacts; and provide materials and information.
- 10% Collect relevant information (ballot order) and produce forms for distribution to all voting sites; supervise the post-election reconciliation process of reviewing poll books and other Election Day materials; maintain understanding of current ballot access law and answer questions about ballot access; conduct executive review of nomination papers; maintain an understanding of open records laws and respond to open records requests; hire and train temporary office staff as needed; and assist the Executive Director with Board of Commissioners meetings, recounts, and other similar matters.

Requirements include a bachelor's degree in public administration, human resources management, business or a related area; and five years of progressively responsible and related work in government.

This position assists and fills in for the Executive Director as needed. This includes managing relationships with candidates, community-based organizations, advocacy groups, primary political parties, and other divisions of city, county, state and federal government; promoting public information on elections and serving as a media spokesperson on a local and national level; overseeing campaign finance reporting and candidate filing; directing the preparation of ballots and the revision and printing of voter registration books; overseeing the preparation and training of over 2,000 election workers and temporary office staff; leading the integration of cost-effective technology for elections; overseeing a budget of over three million dollars; and representing the City of Milwaukee as an advocate for laws that maintain and protect the voting rights of residents. Further, this position is specifically responsible for monitoring changes in the law and updating curriculum and training materials.

Comparisons were made to other City positions and the classification of Fire and Police Commission Operations Manager in Pay Range 1HX (\$70,827 - \$99,154) also assists and fills in as needed for an Executive Director. This position assists the Fire and Police Executive Director in providing independent citizen oversight of the Milwaukee Fire and Police Departments and administering functions performed by the citizen Board of Fire and Police Commission. This position also performs public relations duties and coordinates the timely development, administration, management, and release of information regarding a wide range of programs and services designed to foster and improve education, public involvement, and media and community relations regarding the Fire and Police Commission and the Milwaukee Fire and Police Departments.

With the changes listed in this report and comparisons to other City positions, we recommend this position of Election Services Manager in Pay Range 1FX (\$62,338 - \$87,270) be reallocated to Pay Range 1HX (\$70,827 - \$99,154).

Current:	Election Services Specialist	PR 2DN (\$46,347 - \$59,498)
Recommendation:	Election Services Administrator	PR 2GN (\$51,469 - \$72,063)

The basic function of this position is to supervise all staff using the Wisconsin statewide voter database known as the Statewide Voter Registration System (WisVote); maintain a thorough familiarity with all components of this system; and institute quality assurance mechanisms to ensure the accuracy and timeliness of all data entered into the system including voter registrations, absentee ballots and other election-related data. Duties and responsibilities include the following:

- 30% Act as lead staff person to all functions relating to WisVote and MyVote, the statewide public portal for registering to vote or requesting an absentee ballot. These functions include data entry, data management, and report production. Develop best practices and quality control mechanisms to ensure the timeliness and accuracy of City of Milwaukee data in WisVote for each election and ensuring that procedures are cost efficient and comply with data entry, maintenance and reporting deadlines.
- 15% Train, supervise and routinely evaluate temporary WisVote data entry workers.
- 15% Supervise the Absentee Ballot Coordinator (Program Assistant I) position ensuring all functions of absentee ballot voting and administration are compliant with the WisVote system and state and federal statutory requirements.
- 15% Represent the Election Commission through networking and working collaboratively with voting and community groups engaged in the voter registration process.
- 10% With the assistance of the Absentee Ballot Coordinator, lead the process for establishing, maintaining and enhancing systems used to process absentee ballots at the Central Count location on Election Day including training Central Count staff on policies and procedures.
- 15% Manage the record retention and scanning, indexing, and committing of all voter registration and absentee ballot applications and other documents and records related to WisVote data; manage all state-mandated data review and purge processes and other pre-election and post-election reporting requirements; serve as the department's liaison with the Wisconsin Election Commission's WisVote technical staff; respond to public requests for data; assist the Election Services Manager in processing all open records requests related to WisVote data; and perform all other duties and special projects as assigned.

Requirements include a bachelor's degree in public administration, human resources management, business or related area; and two years of project management or program coordination experience.

This position has lead responsibility for working with the WisVote data system and is the department's liaison with the Wisconsin Election Commission's WisVote technical staff. This position also oversees the work of one Program Assistant I that works with absentee ballots, takes a lead role regarding record retention and assists with open records requests.

Comparisons were made to other City positions and the classification of IT Support Specialist–Senior in Pay Range 2GN (\$56,767 - \$72,063) also has responsibility for working with data systems. One position of It Support Specialist – Senior located in the Municipal Court serves as part of an information technology team and has responsibility for the installation, maintenance and support of network components and the exchange of information between other departments, agencies and contractors. These responsibilities include oversight of the network environment, application maintenance and support, user support, website administration, information systems projects, and research and development.

With the changes listed in this report and comparisons to other City positions we recommend this position of Election Services Specialist in Pay Range 2DN (\$46,347 - \$59,498) be reclassified to Election Services Administrator in Pay Range 2GN (\$51,469 - \$72,063).

Current:	Election Services Specialist	PR 2DN (\$46,347 - \$59,498)
Recommendation:	Election Services Office Administrator	PR 2FN (\$48,294 - \$67,616)

The basic function of this position is to oversee primary office administration functions including accounts payable and revenue deposits, and payroll; establish office policies and procedures; manage vendor relationships related to office equipment; collaboratively supervise temporary Office Assistant staff; provide administrative support to the Executive Director and Election Services Manager; provide total oversight of In-Person Absentee Voting for all elections; and lead the department's processes for candidates filing for local office and assists the Election Services Manager with the administration of campaign finance reporting. Duties and responsibilities include the following:

- 30% Office Management – Complete accounts payable and receivable functions; complete employee payroll and provide support to election worker staff on completing post-election payroll for election workers; assist the Executive Director in developing and managing the department's budget; oversee documentation requirements for candidates running for political office; assist the Election Services Manager in the administrative oversight of candidate campaign finance reporting requirements; establish and train all department staff on standard office protocol, procedures and files; work with City departments to address issues related to office computers, equipment and furnishings; monitor customer service performance of office staff and provide feedback; work with staff to purchase and maintain office and election-related inventory; maintain personnel files; serve as the primary contact for private facility voting sites; work with the Executive Director to provide administrative support to the Election Commission; and approve all correspondence prepared by staff for the signature of the Executive Director and Election Services Manager.
- 25% Election Support – Oversee and coordinate all aspects of in-person voting for every election including site selection, recruiting, training and assigning workers, establishing written policies and procedures, maintaining quality control, and ensuring operations are compliant with rules and statutory requirements; maintain and produce an updated list of all polling place contacts; recruit, train and manage Election Day troubleshooters; and ensure compliance with all public notice requirements.
- 10% Candidate Filing and Campaign Finance Report Processing – Oversee all document requirements for candidates running for political office; assist the Election Services Manager in the administrative oversight of candidate campaign finance reporting requirements including maintaining all candidate campaign finance report files; respond to questions from candidates and the public; serve as the department's liaison with the City's Ethics Board; and distribute, collect and forward candidates' Statements of Economic Interest.
- 15% Administrative Assistant Duties – Serve as the confidential administrative assistant to the Executive Director and Election Services Manager and compose confidential memos, reports and correspondence; maintain the Executive Director's calendar; search records and databases for data needed by the Executive Director and Election Services Manager for presentations and reports; screen telephone calls and visitors to resolve routine and complex inquiries; and assist with special projects and other duties as assigned.
- 10% Procurement and Contract Administration – Audit vendor invoices prior to payment; research discrepancies and initiate appropriate corrective action; maintain office supply room inventory; and research, compile and analyze procurement and service contracting data to provide information and reports to the Executive Director and Election Services Manager.

- 10% Record Retention and Budget Development and Monitoring – Serve as the primary custodian of the Record Retention Schedule; develop and maintain computer records of department funds and expenditures; collect information for budget preparation and create reports for management analysis; provide periodic reports of staff direct labor hours, and assist with preparation of annual operating budget.

Requirements include an associate's degree in accounting, business administration, or related area, and four years of progressively responsible and related work.

This position is responsible for coordinating all of in-person early voting including site selection, recruiting, training and assigning workers, establishing written policies and procedures, maintaining quality control, and ensuring operations are compliant with rules and statutory requirements. Previously, the smaller number of early in-person voters could be handled at the office of the Election Commission. With the larger numbers, three early voting sites were added and that has been expanded to eight early voting sites for the next large election. This position has also taken on more responsibility related to candidate filing and the campaign finance reporting process.

Comparisons were made to other City positions and the classification of Consumer Environmental Health Coordinator in Pay Range 2FN (\$53,035 - \$67,616) also has training and coordination responsibilities. There are two positions in the Health Department and they are responsible for directing and coordinating the work of the Environmental Health Specialists. This includes training, developing, coaching, and assessing the attainment of competencies in the career ladder.

With all the changes listed in this report, and comparisons to other City positions, we recommend reclassifying the position of Election Services Specialist in Pay Range 2DN (\$46,347 - \$59,498) to Election Services Office Administrator in Pay Range 2FN (\$48,294 - \$67,616).

Current:	Election Services Coordinator	PR 5HN (\$45,013 - \$51,408)
Recommendation:	Election Services Field Coordinator	PR 5JN (\$47,095 - \$57,144)

The basic function of this position is to be responsible for planning, preparing, and managing all logistical functions related to the operating of approximately 200 voting sites on Election Day. Duties and responsibilities include the following:

- 15% Ensure the availability of neighborhood-based voting by selecting, securing, and retaining approximately 200 voting sites throughout Milwaukee; maintain continuous communication regarding election preparation with established contact staff at each site; and represent the department at community events as needed.
- 10% Confirm all selected voting sites meet the ADA (Americans with Disabilities Act) specifications as required by the 2002 Help America Vote Act and the 2015 United States Department of Justice Civil rights Settlement Agreement.
- 20% Facilitate all logistics related to the Election Day operation of voting sites including the moving of equipment, furnishings, supplies and materials; and assist in the coding (programming) of all voting equipment and meet all statutory requirements regarding the pre-election testing of equipment and post-election equipment audits.
- 10% Oversee all contract agreements with various vendors related to planning, preparing and managing the logistics for operating assigned voting sites.
- 20% Serve as site manager for the Election Commission's 15,000 square foot warehouse space; oversee the department's inventory of voting site supplies, tables, chairs, signs, voting machines and equipment; assist

with the coordination of Election Worker training classes held at the warehouse; and oversee the City's five election night drop-off sites for designated election materials and results.

- 25% Supervise a staff of 10 - 40 laborers temporarily assigned to assist with warehouse operations and election preparation; assist with recruitment, training and assignment of Election Day field staff, including troubleshooters, equipment technicians, and voting site drop-off personnel; and participate in the department's Election Day "triage team" to troubleshoot voting site issues.

The requirement is a bachelor's degree in public administration, human resources management, business or related area; or comparable related experience.

This position now has greater responsibility for selecting, securing, and retaining approximately 200 voting sites throughout Milwaukee and for confirming all selected voting sites meet the ADA (Americans with Disabilities Act) specifications as required by the 2002 Help America Vote Act and the 2015 United States Department of Justice Civil Rights Settlement Agreement. This position also serves as the site manager for the Election Commission's warehouse space.

Comparisons were made to other City positions and the classification of Administrative Services Coordinator in 5JN (\$47,095 - \$57,144) has some similarities including responsibility for planning and coordinating administrative work, and overseeing other functions within a department. One position of Administrative Services Coordinator located in the Department of City Development (DCD) serves as the confidential secretary to the Commissioner of City Development; coordinates maintenance and custodial services for DCD; coordinates and oversees the records center and the retention process including processing and organizing numerous records from the past; coordinates responses to proposed state legislation; and obtains information for the Commissioner to help with preparation for speaking engagements.

With the changes listed in this report and comparisons to other City positions, we recommend this position of Election Services Coordinator in Pay Range 5HN (\$45,013 - \$51,408) be reclassified to Election Services Field Coordinator in Pay Range 5JN (\$47,095 - \$57,144).

Current Classification	Recommended Classification	Functions
Program Assistant I PR 5EN (\$40,501 - \$46,724)	Election Services Coordinator 5HN (\$45,013 - \$51,408).	Coordinate all activities involving absentee voting by mail and at care facilities.
Program Assistant I PR 5EN (\$40,501 - \$46,724)	Election Services Coordinator 5HN (\$45,013 - \$51,408).	Assign Chief Inspectors, Election Inspectors, and other election workers to polling sites; train election workers, schedule training locations and dates; assist with payroll after each election; and oversee the City's Adopt-A-Voting-Site program.
Program Assistant I PR 5EN (\$40,501 - \$46,724)	Election Services Coordinator 5HN (\$45,013 - \$51,408).	Assign Chief Inspectors, Election Inspectors, and other election workers to polling sites; train election workers, schedule training locations and dates; assist with payroll after each election; and ensure that the City's bilingual elections program complies with federal law. Must be fluent in both English and Spanish.

The Election Commission has three positions of Program Assistant I. Although there is some overlap in duties, each position focuses on one or more areas as listed above. A more detailed description of the duties and responsibilities for each position is described below.

Current:	Program Assistant I	PR 5EN (\$40,501 - \$46,724)
Recommendation:	Election Services Coordinator	PR 5HN (\$45,013 - \$51,408)

The basic function of this position is to supervise and coordinate all activities involving absentee voting by mail or at care facilities. Duties and responsibilities include the following:

- 40% Review, enter and maintain all required documents from those absentee voting by mail; review absentee applications to ensure they meet all legal requirements and enter the applications into WisVote; and organize and store absentee balloting materials including applications, photo identification, undeliverable ballots, and processed absentee ballot envelopes, according to legal requirements.
- 15% Respond to questions or concerns regarding absentee voting via telephone, in person, by letter or email.
- 15% Supervise and coordinate all activities pertaining to absentee voting at care facilities including recruiting, training and supervising election workers.
- 15% Supervise and coordinate all activities pertaining to the mailing of absentee ballots, including scheduling and supervising Temporary Office Assistants, ordering and maintaining supplies, and ensuring the timely assembly of ballots.
- 15% Supervise and coordinate all activities to prepare absentee ballots for tabulation on Election Day; coordinate poll book comparisons including scheduling, coordination and supervision of Temporary Office Assistants, and troubleshooting comparison issues as needed; and assist with staffing the front desk and performing other duties as assigned.

Requirements include a bachelor's degree in public administration, human resources management, business or other related area or four years of progressively responsible administrative experience performing related duties.

This position also has a strong knowledge of the WisVote database, coordinates activities related to absentee voting by mail and works to ensure compliance with the 2009 MOVE Act (Military and Overseas Voters Empowerment). This position also coordinates activities related to absentee voting at care facilities including recruiting, training and supervising workers.

Comparisons were made to other City positions and the classification of Benefits Services Specialist II in Pay Range 5HN (\$45,013 - \$51,408) also performs administrative functions and oversees related programs. This position performs, under the leadership and supervision of the Employee Benefits Director, the administrative functions related to health and dental benefits for active employees and their dependents, assists with Affordable Act Care reporting, and administers the Commuter Value Pass (CVP) program and the Long Term Disability (LTD) program.

With the changes listed in this report and comparisons to other City positions we recommend this position of Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724) be reclassified to Election Services Coordinator in Pay Range 5HN (\$45,013 - \$51,408).

Current:	Program Assistant I	PR 5EN (\$40,501 - \$46,724)
Recommendation:	Election Services Coordinator	PR 5HN (\$45,013 - \$51,408)

The basic function of this position is to perform all activities associated with assigning Chief Inspectors, Election Inspectors, and other election workers to polling sites; train election workers; schedule training locations and dates; assist in the process of payroll for Election Inspectors after each election; and oversee the City's Adopt-A-Voting-Site program. Duties and responsibilities include the following:

- 25% Assign election workers to voting sites using an election worker database; use the Human Capital Management (HCM) system to coordinate election worker information; and organize various mailings to election workers including drafting correspondence, printing mailing labels, and preparing mailings for pick-up by mail service.
- 25% Develop and implement a recruitment plan for new election workers to maintain a robust pool of workers; and develop and implement a recruitment plan to increase the number of participant groups in the Adopt-A-Voting-Site program.
- 25% Oversee the Adopt-A-Voting-Site program including issuing a Memorandum of Understanding and processing invoices; ensure that all organizations participating in the Adopt-A-Voting-Site program receive information about upcoming elections, training and other related information; prepare training schedules for the Adopt-A-Voting-Site program; print rosters and review and revise training manuals and curriculum; conduct training sessions; and monitor the activity of all organizations on Election Day to ensure good performance.
- 10% Respond to voter and election worker concerns after Election Day; assist in the payroll process for those who work only on Election Day at the polls; and ensure that election workers complete all employment and payroll paperwork.
- 15% Train and supervise temporary office staff; review their work to check for accuracy; serve as a backup payroll clerk for department; and perform general office duties and other duties as assigned.

Requirements include a bachelor's degree in public administration, human resources management, business or other related area, or four years of progressively responsible administrative experience performing related duties.

This position has responsibility for recruiting, training and assigning election workers. Recruitment and training have become more difficult as election workers must be able to comprehend more complex requirements for voting. This position also oversees the Adopt-A-Voting-Site program including issuing a Memorandum of Understanding and processing invoices; ensuring that all organizations participating in the Adopt-A-Voting-Site program receive information about upcoming elections, training and other related information; and preparing training schedules for the Adopt-A-Voting-Site program. About 30 organizations are currently participating in the program.

With the changes listed in this report and comparisons to other City positions, including the Benefits Services Specialist II in Pay Range 5HN (\$45,013 - \$51,408), we recommend this position of Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724) be reclassified to Election Services Coordinator in Pay Range 5HN (\$45,013 - \$51,408).

Current:	Program Assistant I	PR 5EN (\$40,501 - \$46,724)
Recommendation:	Election Services Coordinator	PR 5HN (\$45,013 - \$51,408)

The basic function of this position is to perform all activities associated with assigning Chief Inspectors, Election Inspectors and other election workers to polling sites; train election workers; schedule training locations and dates; process payroll for Election Inspectors after each election; and ensure that the City's bilingual elections program complies with federal law. The incumbent of this position must be fluent in both English and Spanish. Duties and responsibilities include the following:

- 15% Assign election workers to voting sites using an election worker database; use the Human Capital Management system to coordinate election worker information; and organize various mailings to election

- workers including drafting correspondence, printing mailing labels, and preparing mailings for pick-up by mail service.
- 5% Lead the payroll process for those who work only on Election Day at the polls by entering the data into the City's payroll system; ensure that election workers complete all employment and payroll paperwork; and respond to all payroll-related questions.
 - 20% Organize and conduct training sessions for election workers; prepare training schedules; administer training sessions for trainers; print rosters and review and revise training manuals and curriculum; and secure training locations, instructors, and supplies.
 - 25% Develop and implement a recruitment plan for new election workers to maintain a robust pool of workers including those fluent in both English and Spanish.
 - 15% Ensure compliance with Section 203 of the Voting Rights Act, which includes evaluation of language skills and other skills of all bilingual election worker applicants; translate election materials as needed; assign qualified election workers to polling sites requiring bilingual workers; analyze the need for language assistance after each election through reports from voting sites; document and address any issues related to Section 203; work with the Advisory Task Force (ATF) and schedule quarterly meetings, draft and issue notices of meetings, secure locations and times of meetings, address election-related needs and concerns of ATF members, maintain records of meetings, and prepare reports.
 - 20% Train and supervise temporary office staff; review their work to check for accuracy; perform general office duties and other duties as assigned.

Requirements include a bachelor's degree in public administration, human resources management, business or other related area, or four years of progressively responsible administrative experience performing related duties. Must be fluent in both English and Spanish.

This position also works with recruiting, training and assigning election workers but has the added responsibility of ensuring compliance with Section 203 of the Voting Rights Act which includes evaluation of language skills and other skills of all bilingual election worker applicants; translating election materials as needed; assigning qualified election workers to polling sites requiring bilingual workers; analyzing the need for language assistance after each election; and working with the Advisory Task Force (ATF) to address election-related needs and concerns.

With the changes listed in this report and comparisons to other City positions, including the Benefits Services Specialist II in Pay Range 5HN (\$45,013 - \$51,408), we recommend this position of Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724) be reclassified to Election Services Coordinator in Pay Range 5HN (\$45,013 - \$51,408). Please note that this position would be designated as bilingual in the Positions Ordinance.

Actions Required – Effective Pay Period 1, 2018 (December 31, 2017)

In the Positions Ordinance

Under the Election Commission-General Office

Delete two positions of "Program Assistant I"

Delete one position of "Program Assistant I – Bilingual"

Add two positions of "Election Services Coordinator"

Add one position of "Election Services Coordinator – Bilingual"

Under the Election Commission-Registration Division

Delete one position of "Election Services Coordinator (X)"

Add one position of "Election Services Field Coordinator (X)"

Under the Election Commission-Election Service Division

Delete two positions of "Election Services Specialist"

Add one position of "Election Services Office Administrator"

Add one position of "Election Services Administrator"

In the Salary Ordinance

Under Pay Range 1FX

Delete the title "Election Services Manager"

Under Pay Range 1HX

Add the title "Election Services Manager"

Under Pay Range 2DN

Delete the title "Election Services Specialist"

Under Pay Range 2FN

Add the title "Election Services Office Administrator"

Under Pay Range 2GN

Add the title "Election Services Administrator"

Under Pay Range 5JN

Add the title "Election Services Field Coordinator"

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Monteagudo
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date 1/24/17 **File Number** 171483

Subject Classification and pay recommendations submitted to the City Service Commission for January 23, 2018 meeting.

B

Submitted By (Name/Title/Dept./Ext.) Sarah Trotter, Human Resources Representative
Dept. of Employee Relations/X2398.

C

- This File**
- ☒ Increases or decreases previously authorized expenditures.
 - ☐ Suspends expenditure authority.
 - ☐ Increases or decreases city services.
 - ☐ Authorizes a department to administer a program affecting the city's fiscal liability.
 - ☐ Increases or decreases revenue.
 - ☒ Requests an amendment to the salary or positions ordinance.
 - ☐ Authorizes borrowing and related debt service.
 - ☐ Authorizes contingent borrowing (authority only).
 - ☐ Authorizes the expenditure of funds not authorized in adopted City Budget.

D

- This Note**
- ☐ Was requested by committee chair.

E

- Charge To**
- ☒ Department Account
 - ☐ Capital Projects Fund
 - ☐ Debt Service
 - ☐ Other (Specify) _____
 - ☐ Contingent Fund
 - ☐ Special Purpose Accounts
 - ☐ Grant & Aid Accounts

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

☐ 1-3 Years ☐ 3-5 Years

☐ 1-3 Years ☐ 3-5 Years

☐ 1-3 Years ☐ 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of January 31, 2018
City Service Commission Meeting of January 23, 2018

NEW COSTS FOR 2018										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Election Commission	Election Services Manager	1FX	Election Services Manager	1HX	\$72,108	\$79,319	\$7,211	\$1,226	\$8,437
1	Election Commission	Election Services Specialist	2DN	Election Services Administrator	2GN	\$53,287	\$57,017	\$3,730	\$763	\$4,493
1	Election Commission	Election Services Specialist	2DN	Election Services Office Administrator	2FN	\$56,617	\$60,580	\$3,963	\$810	\$4,773
1	Election Commission	Election Services Coordinator	5HN	Election Services Field Coordinator	5JN	\$51,408	\$53,978	\$2,570	\$526	\$3,096
1	Election Commission	Program Assistant I	5EN	Election Services Coordinator	5HN	\$42,922	\$45,068	\$2,146	\$439	\$2,585
1	Election Commission	Program Assistant I	5EN	Election Services Coordinator	5HN	\$41,311	\$45,013	\$3,702	\$757	\$4,459
1	Election Commission	Program Assistant I	5EN	Election Services Coordinator	5HN	\$40,501	\$45,013	\$4,512	\$923	\$5,435
7								\$27,834	\$5,443	\$33,277

Assume effective date is Pay Period 1, 2018 (December 31, 2017).

COSTS FOR FULL YEAR										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Election Commission	Election Services Manager	1FX	Election Services Manager	1HX	\$72,108	\$79,319	\$7,211	\$1,226	\$8,437
1	Election Commission	Election Services Specialist	2DN	Election Services Administrator	2GN	\$53,287	\$57,017	\$3,730	\$763	\$4,493
1	Election Commission	Election Services Specialist	2DN	Election Services Office Administrator	2FN	\$56,617	\$60,580	\$3,963	\$810	\$4,773
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1	Election Commission	Program Assistant I	5EN	Election Services Coordinator	5HN	\$40,501	\$45,013	\$4,512	\$923	\$5,435
7								\$27,834	\$5,443	\$33,277

Note: Totals may not be to the exact dollar due to rounding.