

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

Maria Monteagudo
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

July 24, 2020

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 200444 – Communication from the Department of Employee Relations relative to changes to the Salary and Positions Ordinance for the Election Commission.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on July 28, 2020.

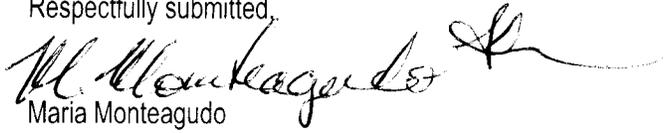
Election Commission

Current	Requested
Election Services Office Administrator PR 2FN (\$48,294 - \$67,616) (One Position)	Administrative Services Coordinator PR 5JN (\$47,095 - \$57,144) Recruitment at \$49,344 (One Position)
One New Position	Election Services Business Systems Coordinator PR 1EX (\$58,462 - \$81,844) (One Position)
Election Services Manager PR 1HX (\$70,827 - \$99,154) (One Position)	Election Commission-Deputy Director PR 1HX (\$70,827 - \$99,154) (One Position)
Election Inspector (0.26 FTE) PR 9AN (\$130 Daily) Additional \$15 per Instruction Class Additional \$100 per day for August 11 & November 3, 2020 elections 2,500 Positions	Election Inspector (0.26 FTE) PR 9AN (\$130 Daily) Additional \$15 per Instruction Class Additional \$100 per day for August 11 & November 3, 2020 elections 2,300 Positions
	Chief Inspector (0.26 FTE) PR 9DN (\$225 Daily) Additional \$40 for initial five-hour class and \$25 for each instruction class Additional \$100 per day for August 11 & November 3, 2020 elections 200 Positions

Note: With the exception of Election Inspectors and Chief Inspectors, residents receive a rate that is 3% higher.

July 24, 2020

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Monteagudo", with a decorative flourish extending to the right.

Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement

Job Evaluation Report

City Service Commission Meeting: July 28, 2020

Election Commission

Current	Requested
Election Services Office Administrator PR 2FN (\$48,294 - \$67,616) (One Position)	Administrative Services Coordinator PR 5JN (\$47,095 - \$57,144) Recruitment at \$49,344 (One Position)
One New Position	Election Services Business Systems Coordinator PR 1EX (\$58,462 - \$81,844) (One Position)
Election Services Manager PR 1HX (\$70,827 - \$99,154) (One Position)	Election Commission-Deputy Director PR 1HX (\$70,827 - \$99,154) (One Position)
Election Inspector (0.26 FTE) PR 9AN (\$130 Daily) Additional \$15 per Instruction Class Additional \$100 per day for August 11 & November 3, 2020 elections 2,500 Positions	Election Inspector (0.26 FTE) PR 9AN (\$130 Daily) Additional \$15 per Instruction Class Additional \$100 per day for August 11 & November 3, 2020 elections 2,300 Positions
	Chief Inspector (0.26 FTE) PR 9DN (\$225 Daily) Additional \$40 for initial five-hour class and \$25 for each instruction class Additional \$100 per day for August 11 & November 3, 2020 elections 200 Positions

Note: With the exception of Election Inspectors and Chief Inspectors, residents receive a rate that is 3% higher.

Milwaukee Common Council President Cavalier Johnson as well as other members of the Common Council have requested that the Department of Employee Relations perform a classification review of the Election Services Manager position in the Election Commission. Election Commission-Executive Director Claire Woodall-Vogg has also requested that Employee Relations study two positions in the Election Commission that include a new management position to assist with the preparation for upcoming elections and a classification review of the office administrator position. This report provides recommendations for these positions as indicated above and also corrects the position authority for Chief Inspectors and Election Inspectors in the Positions Ordinance. Job descriptions were provided and discussions were held with the Executive Director.

Current	Election Services Office Administrator	PR 2FN (\$48,294 - \$67,616)	One Position
Recommended	Administrative Services Coordinator	PR 5JN (\$47,095 - \$57,144) Recruitment at \$49,344	One Position

This repurposed position will be responsible for oversight of office administration including HRMS, FMIS, and payroll functions. The position will be responsible for establishing office policies and procedures; managing vendor relationships related to office equipment; and collaborative supervision of Temporary Office Assistants especially related to customer service and providing administrative support to the Executive Director of the Election Commission, the Deputy Director of the Election Commission, and the Business Systems Coordinator. Election-related duties are primarily administrative and include publishing legal election notices and maintaining updated candidate files. Duties and responsibilities include:

- 30% Maintain a comprehensive knowledge of FMIS and other city systems in order to complete the department's accounts payable and receivable functions; audit vendor invoices prior to payment, research discrepancies, and follow through, and initiate the appropriate corrective actions; research, compile, and analyze procurement and service contracting activities' data and prepare needed information schedules and reports for the Executive Director of the Election Commission, the Deputy Director of the Election Commission, and the Business Systems Coordinator; and serve as the department's ProCard manager.
- 30% Establish and train all department staff on standard office protocol and procedures, including setting and monitoring office hours and staff schedules; monitor the customer service performance of the office and provide regular feedback to the Executive Director; maintain personnel files for all employees, including job descriptions when appropriate; establish standards and maintain an office-wide system for managing paper files as well as digital files; and work with appropriate city departments to address issues related to office functionality, including IT-related issues and office equipment.
- 20% Ensure compliance with all public notice requirements related to election administration and Board of Election Commissioner meetings; act as the department's liaison to the City's Board of Ethics in distributing, collecting and forwarding candidates Statements of Economic Interest; provide administrative support to the Board of Election Commissioners including setting agendas, minute-taking, and completing post-election Municipal Canvass reporting requirements; compile and publish the department's Biennial Report of election results; and act as the department's primary contact for private-facility voting sites, including disseminating annual contracts, establishing invoicing agreements, and maintaining contact information.
- 15% Maintain a thorough knowledge of HRMS/PeopleSoft to support the completion of permanent and temporary employee payroll that ranges from eight to over 200 employees and all other functions related to payroll and onboarding employees; and provide back-up support to election worker staff on completing post-election worker payroll.
- 5% Assist the department's Executive Director in developing and managing the department's budget, including the regular production and review of financial statements.

Minimum qualifications include an Associate degree in accounting, business administration, or a related field and four years' experience or an appropriate equivalent combination of education and/or experience. The experience should reflect duties of progressive responsibility in administrative work, with proven knowledge and skills in areas of accounting, office administration, statistics, budgeting organization and computer skills. These requirements have not yet been assessed by the Employee Relations Staffing Services Division.

Analysis and Recommendation

The Executive Director has requested a classification review of the Election Services Office Administrator. This soon to be vacant position will have responsibility for supporting the work of the Executive Director and other Election Commission managers as well as serving as a lead worker for the Temporary Office Assistants employed during an election cycle. Other responsibilities include office administration such as purchasing, and payroll for eight regular to 200 temporary positions during an election cycle; publishing public notices related to election administration and Board of Election Commissioner meetings; liaison to the Board of Ethics related to candidate's Statements of Economic Interest; administrative support for Board of Election Commissioners meetings; publishing the Biennial Report of election results; and disseminates annual contracts, established invoicing agreements, and maintains contact information for private-facility voting sites.

The proposed duties and responsibilities of this position are comparable in level and complexity of responsibility to other Administrative Services Coordinator positions in the Fire Department, Department of Administration-Intergovernmental Relations Division, Department of Employee Relations, Department of City Development, and Common Council-City Clerk. These positions report to a department head, may prepare correspondence for managers; serve as liaisons to other high-level positions in departments or external organizations; have in-depth knowledge and understanding of department operations; may provide support to a city board, committee or

commission; work with complicated rules, regulations and/or legislation, and may oversee a specific support operation within a department.

Based upon this comparison, this report recommends classifying this position to the title of Administrative Services Coordinator in Pay Range 5JN (\$47,095 - \$57,144, with minimum recruitment at \$49,344).

Current	New Position		One Position
Recommended	Election Services Business Systems Coordinator	PR 1EX (\$58,462 - \$81,844)	One Position

The purpose of this position is to ensure that the City of Milwaukee is prepared for elections with regard to voter registration and absentee voting data management; and to provide oversight of all permanent and temporary staff positions that access WisVote (Wisconsin’s statewide voter registration/absentee database). In this capacity, this position will directly supervise the Election Services Administrator responsible for the voter registration process and the Election Services Coordinator responsible for the absentee ballot process. Supervisory responsibilities include providing training to staff to ensure complete and functioning familiarity with WisVote and to ensure that quality control standards are maintained with regards to data accuracy and statutory compliance requirements.

Beyond data management, this position will work with reporting staff to regularly analyze voter registration, absentee and voting data as it relates to the city’s residents to help identify anomalies, disparities, and other issues warranting investigation and response. This position will also assess and help shape the department’s response to emerging issues that impact voting in the City of Milwaukee and maintain ongoing compliance with all internal processes and procedures with regards to Chapters 5-12 of Wisconsin State Statutes. Duties and responsibilities include:

- 35% Supervise all voter service compliance and customer service areas, office policies and procedures – including direct supervision of the Election Services Coordinator (absentee), Election Services Administrator (voter registration) and the Administrative Services Coordinator. 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; supervising the post-election reconciliation process, including the review of Election Day materials during the Board of Canvass after each election to include the reconciliation of data between the polling places and WisVote; and training and routinely evaluating the Election Services Administrator, Election Services Coordinator and Administrative Services Coordinator positions.
- 20% Oversee and coordinate all aspects of In-Person Absentee Voting (IPAV) for every election, in collaboration with the Election Services Administrator, 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% Provide oversight of all documentation requirements for candidates running for political office, securing and reviewing forms and the review of nomination papers in compliance with state law and administrative rule; provide timely updates to webpage information and responding to candidate and elected office questions; and assist the Deputy Director in the administrative oversight of managing candidate campaign finance reporting requirements, including maintaining all candidate/campaign finance report files.
- 10% Assist the Election Services Administrator with Central Count processes and procedures in advance and serve as the main point of contact for Central count on Election Day; and maintain an office presence to answer complicated voter services questions such as issues with voter’s registration record, determining if an absentee ballot was returned, establishing why a voter is inactive within the database, etc.
- 10% Serve as the department’s Personnel Officer in collaboration and communication with the Executive Director.

- 10% Serve as the main point of contact for fielding public records requests and supervising the fulfillment of requests in a timely manner.
- 5% Act as a member and contributor to the department’s senior management team, which includes the Deputy Director and Executive Director positions, by constantly monitoring changes to election laws, best practices and process improvement recommendations.

Minimum qualifications include a bachelor’s degree or equivalent professional experience; minimum of two years of election administration experience; minimum of five years’ project management or program coordination experience; proven proficiency with data management software and systems; and a minimum of two years of professional staff management experience. These requirements have not yet been assessed by the Department of Employee Relations Staffing Division.

Analysis and Recommendation

This new position will manage and have supervisory oversight of the voter registration and absentee voting process as well as ensure that Election Commission staff understand and maintain quality control standards in regards to WisVote data. In addition to oversight of these processes and ensuring proper data management, the position will ensure the ongoing quality control of these processes in order to maintain ongoing compliance with all internal processes and procedures with regards to Chapters 5-12 of Wisconsin State Statues.

Previously the duties of this new position were also the responsibility of the Election Services Administrator. Executive Director Claire Woodall-Vogg has requested the creation and classification of this new Business Systems Coordinator in order for the Election Commission to effectively handle the extremely large volume of work performed by staff in the Election Services Division. This situation has been further exacerbated by the presence of Covid-19 and need to recruit sufficient Election Inspection staff for voting sites as well as respond to the increased volume of absentee voting.

The responsibilities of this new position are comparable to those of other Business Systems Coordinators currently within the Employee’s Retirement System (ERS) and the City Treasurer’s Office. The goal of the Business Systems Coordinator in ERS is to improve the business and administrative processes necessary in administering pensions, and ensuring that the ERS information systems software, hardware, and procedures continue to meet those needs. The goal of the Business Systems Coordinator in the Treasurer’s Office is to ensure that the department’s information systems, procedures, hardware, and software continue to meet the department’s operational needs.

Similarly, this proposed Business Systems Coordinator will ensure that the Election Commission’s voter registration and absentee voter processes integrate effectively with WisVote system and data.

Based upon these considerations and that this position will have supervisory responsibility this report recommends classifying this new position as Election Services Business Systems Coordinator in Pay Range 1EX (\$58,462 - \$81,844).

Current	Election Services Manager	PR 1HX (\$70,827 - \$99,154)	One Position
Recommended	Election Commission-Deputy Director	PR 1HX (\$70,827 - \$99,154)	One Position

The basic function of this position is to manage the department’s field and election worker operations. The position has responsibility for managing Polling Places processes and procedures, overseeing active campaign committees’ to ensure compliance with campaign finance law, and serves in the capacity of Executive Director in the absence of the Executive Director. Duties and responsibilities include:

- 35% Provide on-going direct supervision of the Election Services Coordinators and the Election Services Field Coordinator; develop a training plan for each function of the Election Services Coordinators and the Election

Services Field Coordinator positions that includes recruitment planning, database training, HRMS training, conducting accurate inventory, etc.; and develop and execute a recruitment plan on an ongoing basis for maintaining adequate Election Inspector and Chief Inspector staffing levels.

- 20% Monitor changes to election law as it affects polling place procedures; review current training manuals and revise to reflect any changes to election law; review current training curriculum and revise to reflect any changes to election law; monitor deficiencies in Election Inspector performance based on information from Chief Inspectors; research training techniques to determine the best methods to improve training, address deficiencies, or to teach new procedures; and assist with management of the Board of Canvasser's reconciliation process to identify training needs, process improvements, and overall field performance.
- 20% Maintain understanding of current Wisconsin campaign finance law and ballot access; monitor changes to campaign finance law as it affects campaign committees; notify all campaign committees of campaign finance report deadlines; answer questions about campaign finance reports; review campaign finance reports for compliance with Wisconsin law; notify campaign committees about discrepancies in their reports or non-compliance in filing reports; notify the District Attorney's Office or WI Ethics Commission about campaign committees that fail to file reports; answer questions about ballot access; and conduct executive review of nomination papers.
- 15% Assist the Executive Director in handling media inquiries, external communications including social media and the department website, and management of consistent branding for the department; and maintain relationships with community leaders and organizations to foster collaborative recruitment of poll workers and promotion of voter education information within the community.
- 10% Assist Executive Director in the event of Board of Commissioners meetings, recount, and other similar matters; serve in the capacity of Executive Director in the director's absence or incapacitation; and serve as the department's FMLA administrator.

Minimum qualifications include a bachelor's degree preferably in public administration, human resources management, or business or five years of progressively responsible and relevant experience in government would be considered in lieu of a bachelor's degree; minimum of two years of professional staff management experience; and a minimum of five years' project management or program coordination experience. These requirements have not yet been assessed by the Department of Employee Relations Staffing Division.

Analysis and Recommendation

This position manages Election Commission employees responsible for recruiting, training and monitoring the performance of Election Inspectors and Chief Inspectors. This position monitors changes to Election Laws and makes appropriate revisions to procedures and training in order to ensure inspector compliance. The position must remain current with campaign finance law and ensure that campaign committees are aware of finance report requirements, process, and deadlines; and provides notification to the District Attorney's Office and/or the WI Ethics Commission on any irregularities. The duties and responsibilities of this position have not changed compared to earlier versions of the Election Services Manager job description.

The position assists the Executive Director in communicating with the media and external communications including social media while also maintaining relationships with community leaders to foster collaborative recruitment of poll workers and promotion of voter education. The position also serves in the capacity of the Executive Director in the Director's absence.

The classification of Election Services Manager is compensated in Pay Range 1HX (\$70,827 - \$99,154). A position with a comparable level of responsibility in this pay range includes the Associate Director for the Department of Administration-Community Development Grants Administration Division. This Associate Director provides operational direction to program, fiscal and compliance staff. The position is the second in charge and acts in the Director's absence.

A review of the position’s level and scope of responsibilities concludes that the compensation level of the position remains appropriate. Even with the designation as Election Commission-Deputy Director, we believe that no change in pay range is necessary.

In the event that this recommendation is approved, it will be necessary to introduce a file to amend Chapter 302 of the Milwaukee Code of Ordinances to officially create the authority for this reclassified position to function as the Election Commission-Deputy Director in the absence of the Election Commission-Executive Director.

Current	Election Inspector (0.26 FTE)	PR 9AN (\$130 Daily) Additional \$15 per Instruction Class Additional \$100 per day for August 11 & November 3, 2020 elections	2,500 Positions
Recommended	Election Inspector (0.26 FTE)	PR 9AN (\$130 Daily) Additional \$15 per Instruction Class Additional \$100 per day for August 11 & November 3, 2020 elections	2,300 Positions
	Chief Inspector (0.26 FTE)	PR 9DN (\$225 Daily) Additional \$40 for initial five hour class and \$25 for each instruction class Additional \$100 per day for August 11 & November 3, 2020 elections	200 Positions

To further clarify the titles and compensation for Inspector positions that work the polls during an election, this report recommends changing the Positions Ordinance to include both the number of Elections Inspector (0.26 FTE) and Chief Inspector (0.26 FTE) positions.

Action Required – Effective Pay Period 16 (July 26, 2020)

In the Salary Ordinance

Under Pay Range 1EX:

Add the title “Election Services Business Systems Coordinator”

Under Pay Range 1HX:

Delete the title “Election Services Manager”

Add the title “Election Commission – Deputy Director”

Under Pay Range 2FN:

Delete the title “Election Services Office Administrator”

In the Positions Ordinance

Delete all and replace all

ELECTION COMMISSION

Commissioner of Election (Y).....	3
Election Commission-Executive Director (Y).....	1

General Office

Administrative Services Coordinator.....	1
Temporary Office Assistant II (0.39 FTE).....	14

Field Operations

Election Commission-Deputy Director (Y).....	1
Election Services Field Coordinator (X).....	1
Election Services Coordinator	2
Temporary Election Laborer (0.73 FTE).....	6
Election Inspector (0.26 FTE).....	2,300
Chief Inspector (0.26 FTE).....	200

Election Services Division

Election Services Business Systems Coordinator.....	1
Election Services Administrator.....	1
Election Services Coordinator	1

Auxiliary

Business Systems Administrator.....	1
Temporary Election Services Office Administrator.....	1
Temporary Program Assistant I.....	8

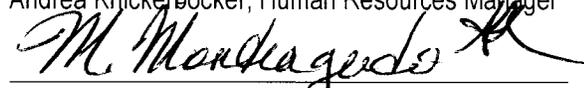
(X) Private automobile allowance may be paid for a maximum of five months per year pursuant to Section 350-183 of the Milwaukee Code.

(Y) Required to file a statement of economic interests in accordance with the Milwaukee Code of Ordinances Chapter 303-Code of Ethics.

Prepared By:


 Andrea Knickerbocker, Human Resources Manager

Reviewed By:


 Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A **Date** 7/24/2020 **File Number** 200444 **Original** **Substitute**

Subject Communication From the Department of Employee Relations relative to changes to the Salary and Positions Ordinance for the Election Commission.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / 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 **Charge To**

- Department Account Contingent Fund
- Capital Projects Fund Special Purpose Accounts
- Debt Service Grant & Aid Accounts
- Other (Specify) SafeVote Election Grant Budget

	Purpose	Specify Type/Use	Expenditure	Revenue
E	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet.

G

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.

- | | | |
|------------------------------------|------------------------------------|-------|
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |

H

List any costs not included in Sections D and E above. _____

I

Additional information. _____

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of July 28, 2020
Finance and Personnel Committee Meeting of July 28, 2020

NEW COSTS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Election Comm	New Position	N/A	Elect Services Business Systems Coord	1EX	N/A	N/A	N/A	Included in Communication from Budget for this file	
1	Election Comm	Election Services Manager	1HX	Election Commission-Deputy Director	1HX	N/A	N/A	N/A	Title Change Only	
200	Election Comm	Election Inspector	9AN	Chief Inspector	9DN	N/A	N/A	N/A	Included in 2020 Budget and Grant	
201								\$0	\$0	\$0

NEW SAVINGS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Election Comm	Election Services Office Adm	2FN	Administrative Services Coordinator*	5JN	\$57,955	\$53,244	\$1,993	\$348	\$2,341
1								\$1,993	\$348	\$2,341

Assume effective date is Pay Period 16, 2020 (July 24, 2020).
Note: The median of each pay range was used to determine savings.

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Election Comm	New Position	N/A	Elect Services Business Systems Coord	1EX	N/A	N/A	N/A	Included in Communication from Budget for this file	
1	Election Comm	Election Services Manager	1HX	Election Commission-Deputy Director	1HX	N/A	N/A	N/A	Title Change Only	
200	Election Comm	Election Inspector	9AN	Chief Inspector	9DN	N/A	N/A	N/A	Included in 2020 Budget and Grant	
201								\$0	\$0	\$0

NEW SAVINGS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Election Comm	Election Services Office Adm	2FN	Administrative Services Coordinator	5JN	\$57,955	\$53,244	\$4,711	\$822	\$5,533
1								\$4,711	\$822	\$5,533

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