

From the Director, Milwaukee County Election Commission, requesting authorization to create one Administrative Assistant position to provide in-person staffing and support for the Election Commission, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Milwaukee County Election Commission has identified a need to create one full-time equivalent (FTE) Administrative Assistant position to provide in-person staffing and support; and

WHEREAS, this position will ensure constant in-person staffing during open hours; and

WHEREAS, the new FTE Administrative Assistant position will assume duties such as reviewing and verifying post-election documents for the 19 municipalities, and checking campaign finance reports for omissions and completeness; and

WHEREAS, the position will provide overall administrative assistance to the Director, Deputy Director, and other staff; and

WHEREAS, the FTE Administrative Assistant position will be created at Pay Grade 06P; and

WHEREAS, it is assumed that the new FTE Administrative Assistant position could be hired as soon as pay period 16, with an additional cost of \$19,118 in 2020 to be covered by redirecting funds previously budgeted for part-time Election Clerks; and

WHEREAS, the Committee on Finance, at its meeting of July 16, 2020, recommended adoption of File No. 20-499 (vote 7-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes and approves the creation of one full-time equivalent Administrative Assistant position in the Election Commission:

Action	Title	Title Code	Pay Grade	Annual Salary Range
Create	Assistant Administrative	00001001	06P	(\$38,198-\$48,983)

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