

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: June 17, 2020

To: Marcelia Nicholson, Chairwoman, County Board of Supervisors

From: Joseph Lamers, Director, Office of Performance, Strategy and Budget,
Department of Administrative Services

Subject: From the Director, Election Commission, requesting to create one
Administrative Assistant to provide in-person staffing and support for the
Election Commission

REQUEST

The Elections Director is requesting adoption of a resolution which will create one Administrative Assistant in the office of the Election Commission.

BACKGROUND

The Administrative Assistant position would ensure constant physical staffing of the Election Commission office during open hours. In-person staffing of the Election Commission office is mandated by state statute.

The new Administrative Assistant will take on a number of administrative support duties within the Election Commission.

Some of these duties are:

- Clerical duties such as creating and maintaining spreadsheets, data entry, answering phones, assembling mailings and ordering office supplies and equipment maintenance.
- Reviewing and verifying post-election documents received from the 19 municipalities for completeness and accuracy.
- Checking campaign finance reports for omissions and completeness, as well as tracking and documenting campaign contribution amounts.
- Processing open records requests and retrieving the requested documents.

The creation of an Administrative Assistant in the Election Commission will provide a wide array of administrative support to the Director, Deputy Director and staff.

FISCAL IMPACT

Assuming the Administrative Assistant position is created and filled at the midpoint of the range (\$43,591) in pay period 16, this is expected to have a 2020 cost of \$19,118. To cover this additional salary and Social Security cost, the Election Commission will redirect this same amount from funds previously budgeted for part-time Election Clerks in 2020. No funds are being requested outside the Election Commission's 2020 budget.

RECOMMENDATION

DAS-PSB recommends that one (1.0) FTE Administrative Assistant be created in the Election Commission.

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

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JOSEPH LAMERS
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Joseph Lamers
Director, Office of Performance, Strategy and Budget
Department of Administrative Services