

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 abolish one (1.0) FTE Election Support Specialist and create one (1.0) FTE Deputy Director in the Election Commission to assume several high-level duties and provide needed relief to the Elections Director

REQUEST

The Elections Director is requesting adoption of a resolution which will abolish one FTE Election Support Specialist and create one FTE Deputy Director to assume several high-level duties and provide additional support to the Elections Director.

BACKGROUND

The position of Election Support Specialist that has been identified for abolishment will be vacant at the time it is abolished. The individual currently serving in this position will be promoted to another existing position within the Election Commission.

The new Deputy Director will take on a number of essential duties within the Election Commission.

Some of these duties are:

- Monitoring change to election law
- Work with internal and external customers on election related projects and providing support to the Director on other projects
- Supervising the post-election reconciliation process-reviewing of poll books and other Election Day materials
- Determine amounts and bill municipalities and school districts their proportionate share of election expenses in accordance with the Wisconsin Election Commission standards and procedures
- Assist with coding and programming of election equipment and software

The creation of a Deputy Director in the Election Commission would allow for increased coordination and supervision of all elections in Milwaukee County to ensure an effective, efficient and transparent voting process is available to all citizens.

FISCAL IMPACT

The Election Support Specialist was budgeted in pay grade 22M at \$52,158 for 2020. The new Deputy Director position has been priced in the 901E paygrade at \$67,101. Assuming the

position is hired in Pay Period 16, this would be a 2020 salary and social security cost increase of \$6,806. The attached resolution includes a request to transfer funds from the Commodities and Services, 6030-Advertising account to Personal Services in the 2020 Election Commission budget to fund the additional cost of \$6,806. No funds are being requested outside the Election Commission's 2020 budget.

RECOMMENDATION

DAS-PSB recommends that the Election Support Specialist position be abolished, and the Deputy Director position be created in the Election Commission.

Action	Title	Title Code	Pay Grade	Annual Salary Range
Abolish	Election Support Specialist	00083501	22M	(\$48,350-\$55,705)
Create	Deputy Director	TBD	901E	(\$67,101-\$98,212)

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