

# ELECTION WORKER COORDINATOR-BILINGUAL

## *Program Assistant I - Bilingual*

Recruitment #1509-0488DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	ELECTION COMMISSION
<b>Open Date</b>	12/16/2015 4:00:00 PM
<b>Filing Deadline</b>	2/5/2016 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## **INTRODUCTION**

***THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY***

## **PURPOSE**

Under the direction of the Deputy Director of the Election Commission, the Election Worker Coordinator-Bilingual performs all activities associated with assigning chief inspectors, election inspectors, and other election workers to polling sites, including the recruitment and training of election workers; scheduling training locations and dates, and processing payroll for inspectors after each election. The Election Worker Coordinator-Bilingual is required to be fluent in both English and Spanish to ensure that Milwaukee's Spanish-speaking community has full access to voting in all elections.

## **ESSENTIAL FUNCTIONS**

- Maintains Election Worker database and Human Resources Management System (HRMS) records by coordinating election worker schedules; organizes various mailings to election workers, including printing mailing labels, drafting correspondence, preparing training schedules, assessing when to recruit additional election workers, and assigning election workers to polling sites.
- Supports the payroll process for election workers who work only on election day at the polls; enters data into the City's payroll software; ensures that election workers complete necessary employment paperwork; and responds to payroll-related questions.
- Organizes election worker training sessions: conducts training; trains the trainers; reviews/revises training manuals and curriculum; prints roster; secures training locations and instructors; and supplies instructors with manuals, forms, and other materials.
- Develops and implements a recruitment plan for new election workers in order to maintain a sufficient pool of workers, including fluent bilingual (English/Spanish) workers for each election.
- Ensures Section 203 (Voting Rights Act) compliance, which includes evaluating language and other skills of all bilingual (English/Spanish) election worker applicants, translating election materials, assigning qualified election workers to polling sites requiring bilingual workers, and analyzing the need for language assistance after each election via reports from polling sites, documenting and addressing issues as they arise related to Section 203.
- Trains, supervises, and evaluates a staff of temporary office assistants, and reviews their work for accuracy.
- Performs general office duties.

***Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.***

## **CONDITIONS OF EMPLOYMENT**

Standard hours are 8:00 a.m.-4:45 p.m.; however, in the days leading up to elections as well as on Election Day, the Election Worker Coordinator-Bilingual may be required to work beyond standard business hours. There may be several election cycles per year.

## **MINIMUM REQUIREMENTS**

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held.
  2. Four years of progressively responsible office support experience performing duties closely related to this position, with at least one year of experience equivalent to or above the level of a City of Milwaukee Office Assistant III (e.g. performing difficult and diverse clerical work requiring independent judgment, using advanced features of software applications to produce complex documents, and working on special projects).
  3. Bilingual in English and Spanish.
  4. Valid Wisconsin driver's license at time of appointment and throughout employment.
- *Equivalent combinations of education and experience may also be considered. For example, two years of college with coursework in business administration, public administration, communications, adult education, or a closely related field from an accredited college or university may be substituted for part of the experience requirement.*
  - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

## **DESIRABLE QUALIFICATIONS**

- Experience as a lead worker.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Ability to read, write and speak in both English and Spanish.
- Ability to become knowledgeable about local, state, and federal election laws, regulations, and practices.
- Knowledge of adult learning principles and the ability to effectively conduct training.
- Knowledge of recruitment strategies and the ability to successfully recruit election workers.
- Knowledge of mathematics and ability to perform accurate calculations.
- Knowledge of standard software programs, in particular database, word processing, spreadsheet, and presentation.
- Ability to accurately perform data entry for extended time periods.
- Ability to become knowledgeable about payroll processes and use the Human Resources Management System (HRMS).
- Oral and written communication skills.

- Customer service skills and the ability to represent the Election Commission professionally to a diverse audience.
- Ability to remain calm and tactfully handle people who exhibit difficult or irate behavior.
- Interpersonal skills; ability to work well with superiors, colleagues, and election workers.
- Ability to work well both independently and as a team member.
- Ability to effectively supervise temporary office staff.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Organizational, planning, and time management skills.
- Ability to maintain confidentiality regarding all matters related to election workers.
- Ability to lift and move up to 25 lbs. occasionally.

### **CURRENT SALARY**

The current salary range (**5EN**) is \$40,501 annually for City of Milwaukee residents. The non-resident annual salary is \$39,507.

### **SELECTION PROCESS**

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Election Commission reserve the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE:** The selection process will be conducted as soon as practical after **January 15, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.

- **NOTE:** *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer/promotional opportunities.*
- **NOTE:** *The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*