

DATA MANAGEMENT ASSISTANT

(Milwaukee Public Schools)

PURPOSE: The Data Management Assistant accurately enters and maintains human resources and payroll data in the human resource management system (HRMS)/payroll system for the Office of Human Resources (Compensation and Benefits) and the Payroll department, under the direction of the Pension and Data Systems Manager and the Data Management Coordinator.

ESSENTIAL FUNCTIONS:

- Answer telephones, respond to walk-in traffic.
- Provide customer service in a high-volume human resources office
- Enter new hire and rehire data into the HRMS/payroll system. Establish secondary jobs as necessary.
- Track and maintain pay rate changes. Process employment actions, such as transfers, promotions, and leaves, and verify pay and benefits affected by such changes.
- Process tuition reimbursement payment requests, travel allowances, and other types of additional pay.
- Process benefit plan enrollments and changes, including family status changes and open enrollment transactions.
- Assist with on-demand Benefit Administration processing and benefit bill payment posting.
- Review enrollment reports, analyze data, and ensure that payroll deductions are correct based upon employee choices. Thoroughly audit, ensuring that year-to-date deductions are correct.
- Reconcile payroll deductions.
- Maintain absence code changes, process address and Form W-4 changes, and establish and maintain direct deposit and general deductions to support payroll functions.
- Assist with processing mass rate changes such as pay increases or retroactive adjustments.
- Process adjustments for payroll and maintains records of changes made.
- Process terminations on a timely basis to ensure that deductions are processed and that no overpayments are generated.
- Process leave plan payouts.
- Assist with maintaining specialized HR databases and reports. Maintain and document procedures.
- Report data exceptions to the Data Management Coordinator.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. *Four years of administrative experience in a high volume data entry environment that included using Microsoft Office Suite.*

OR

Associate's Degree in business or a related field from an accredited college or university and two years of administrative experience in a high volume data entry environment that included using Microsoft Office Suite.

College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box DMA-MPS, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.

Data Management Assistant (MPS)

- *Equivalent combinations of education and experience may be considered.*

DESIRABLE QUALIFICATIONS:

- College coursework in human resources.
- Experience in human resources, benefits, or payroll.
- Experience using Human Resource Management System (HRMS) or Enterprise Resource Planning (ERP) software.

KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS:

- ◇ Knowledge of administrative and clerical procedures.
- ◇ Knowledge of human resources, benefits, and payroll practices and procedures.
- ◇ Ability to read and interpret work-related documents.
- ◇ Ability to process transactions accurately.
- ◇ Computer and data entry skills, including the ability to use word processing and spreadsheet software (Microsoft Office Suite) as well as human resources management systems.
- ◇ Ability to prepare reports.
- ◇ Analytical and problem-solving skills.
- ◇ Attention to detail; ability to verify information and detect and reconcile discrepancies.
- ◇ Oral and written communication skills.
- ◇ Ability to work effectively in a multi-level, multi-cultural team environment.
- ◇ Ability to manage files, records, and documentation.
- ◇ Ability to plan, prioritize and accomplish work.
- ◇ Ability to meet regular deadlines.
- ◇ Ability to maintain confidentiality.
- ◇ Honesty and integrity.

CURRENT PAY SCHEDULE (AE4) IS: \$31,811-\$42,388 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 9, 2013**. 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. Qualified applicants will be notified by mail of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells St, Room 706, Milwaukee WI 53202-3554, by visiting www.milwaukee.gov/jobs, or by calling 414-286-3751.