

Human Resources Analyst Senior

Milwaukee Health Department

This position functions as the assistant to the Health Personnel Officer and provides professional level support to all employment activities and functions of the Milwaukee Health Department.

ESSENTIAL FUNCTIONS:

Human Resources Administration

- ❖ Assist in the development and administration of human resource policies and programs including but not limited to: sick leave control, leave benefits, workplace violence, affirmative action and equal employment opportunity, accommodations under ADA, alternative work schedules, performance management, and 360 feedback.
- ❖ Respond to inquiries from supervisors regarding civil service rules, work rules, and policies and procedures and matters pertaining to the interpretation of labor contracts.

Recruitment, Interviewing and Selection Activities

- ❖ Monitor and process vacancy requests, personnel requisitions, promotion actions, and transfer requests;
- ❖ Review job descriptions and ensure compliance with ADA requirements;
- ❖ Review and prepare MHD job announcements and provide guidance to supervisors in the preparation of interview questions and rating instruments;
- ❖ Provides guidance regarding reference checks, conducts all background checks and extends all employment offers and appropriate documentation.
- ❖ Represent MHD regarding recruitment and examination activities.

Employee/Labor Relations Activities

- ❖ Discuss with and provide guidance to managers and supervisors on employee performance/behavior problems and disciplinary matters;
- ❖ Assist managers and supervisors in gathering facts and preparing warning notices and disciplinary actions as required;
- ❖ Provide counseling to employees/supervisors in job-related problems, facilitate the implementation of performance improvements plans, work with union representatives on sensitive issues;
- ❖ Conduct grievance hearings and respond to grievance initiations and appeals as necessary;
- ❖ Participate in contract negotiations, cost out proposals, draft contract language and assist in contract implementation activities.

Perform other related duties as assigned

Assume duties and responsibilities of Health Personnel Officer in his/her absence. Perform other related duties as assigned including serving as departmental representative on Committees and teams.

THE REQUIREMENTS:

1. A Bachelor's Degree in Human Resources, Public or Business Administration, Industrial Relations, Psychology or a closely related field from a college accredited by an agency recognized by the Council for Higher Education Accreditation, U.S. Department of Education or a foreign equivalent.
2. Minimum of two years of successful human resources experience performing duties such as those described above.
3. Masters Degree in a job related field is highly desirable and may substitute for up to one year of the required experience.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.
Note: Equivalent combinations of job-related education and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Working knowledge of the principles and practices of human resource administration
- ❖ Working knowledge of employment law and professional standards
- ❖ Ability to establish and maintain effective working relationships with a variety of people and to exercise tact and diplomacy.
- ❖ Effective consulting skills and commitment to customer service
- ❖ Strong planning and organizing skills
- ❖ Strong written and oral communication skills
- ❖ Ability to conduct research and prepare/present narrative and statistical reports
- ❖ Ability to recognize, analyze and solve problems and exercise sound judgment
- ❖ Knowledge of microcomputers and software

THE CURRENT SALARY RANGE (05) is \$44,349 to \$62,092 annually.

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--CKS (SM)

1/7/05