

HUMAN RESOURCES REPRESENTATIVE

Recruitment #1504-4772-001

List Type Original

Requesting Department DER - OPERATIONS DIVISION

Open Date 4/25/2015

Filing Deadline 5/15/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

Human Resources Representative
Human Resources Analyst- Senior
Department of Employee Relations – Staffing Services

This position will be filled at the level of Human Resources Representative (PG 2HX) or Human Resources Analyst-Sr. (PG 2FX), depending upon the qualifications of the candidate and the needs of the Department of Employee Relations.

The list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE

The primary focus of this position is to provide staffing services to fill positions at all levels in City Departments. The incumbent functions include developing and implementing recruiting plans, job analysis, test and selection process development, and test review and evaluation. This position may also provide professional human resources services as needed.

ESSENTIAL FUNCTIONS

- Develop and execute recruitment plans and strategies.
- Review and prepare job announcement bulletins.
- Determine the eligibility of applicants based on the minimum job requirements.
- Determine appropriate job analysis methods; conduct job analysis to determine critical tasks and the knowledge, skills, abilities, and other characteristics necessary for successful job performance for assigned recruitments.
- Review job descriptions.
- Plan and develop or recommend use of valid and reliable test components, including written, oral and performance examinations and education and experience ratings (*including minimum requirements*), and other assessment exercises based on job analysis and consistent with professional standards and legal guidelines.
- Consult with operating departments and subject matter experts to review the job-relatedness of test and assessment content.
- Make recommendations for modifying and improving examination and selection processes based on job analysis results, conversations with subject matter experts, historic data, and independent research.
- Determine timelines for each selection process component and schedule test administrations.
- Maintain effective and timely communication with candidates and hiring authority throughout the selection process.
- Identify and secure subject matter experts to serve as raters.
- Administer oral and performance examinations and other assessment exercises.

Human Resources Representative (Dept. of Employee Relations, Staffing Services)

- Maintain confidentiality of examination and candidate information.
- Review exam results and test statistics and verify that test keys are correct and scores have been calculated properly.
- Review adverse impact reports and recommend passing and call-in points.
- Serve as a liaison between departments and applicants.
- Develop new and/or improved human resources products and processes and conducts research related to the development of improved services and delivery.
- Represent the department before bodies such as the City Service Commission.

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

Occasional evening and weekend work may be required to complete exam administrations.

MINIMUM REQUIREMENTS

Human Resources Representative (PG 2HX)

1. Bachelor's degree from an accredited college or university with a major in Human Resources Management, Industrial Relations, Education, Psychology, or a closely related field.
2. Three years of progressively responsible experience performing duties related to testing and assessments, including performing job analysis; developing examinations and rating methods; recruiting, screening applications, and interviewing; classification and compensation studies; interpreting and applying federal and state employment laws and local ordinances; statistical analysis, conducting research, and analyzing information and writing reports.

Human Resources Analyst – Sr. (PG 2FX)

1. Bachelor's degree from an accredited college or university with a major in Human Resources Management, Industrial Relations, Education, Psychology, or a closely related field.
2. Two years of progressively responsible experience performing duties related to testing and assessments, including performing job analysis; developing examinations and rating methods; recruiting, screening applications, and interviewing; classification and compensation studies; interpreting and applying federal and state employment laws and local ordinances; statistical analysis, conducting research, and analyzing information and writing reports.

REQUIREMENTS for Human Resources Representative and Human Resources Analyst-Sr.:

1. Valid driver's license at time of appointment and throughout employment.

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.

Human Resources Representative (Dept. of Employee Relations, Staffing Services)

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

DESIRABLE QUALIFICATIONS

- A Master's Degree in Industrial and Organizational Psychology, Psychology, Human Resources Management, Education, or a closely related field from an accredited college or university.
- Graduate level course work in statistics.
- Experience in Municipal Government.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of job analysis methods and related research.
- Knowledge of professional testing standards and federal regulations related to personnel selection standards.
- Knowledge of measurement theory and practice.
- Knowledge of validation methods.
- Skill in development of valid and reliable selection processes.
- Skill in conducting statistical and technical research.
- Ability to conduct and interpret job analysis studies.
- Ability to understand, analyze and interpret data derived from employment tests.
- Ability to develop and execute recruitment plans and strategies.
- Ability to apply statistics to practical situations.
- Ability to read, understand, interpret, and apply job-related material. Strong writing, oral communication, and active listening skills.
- Ability to effectively handle sensitive inquiries and complaints.
- Skill in conflict resolution.
- Cultural awareness and sensitivity and a strong customer service orientation.
- Ability to function effectively in a team environment and maintain harmonious relations.
- Ability to employ a systematic approach to work, adjust to changing priorities and handle multiple assignments in a timely manner.
- Solid analytical and quantitative reasoning, problem solving and critical thinking skills.
- Ability to use sound judgment when making decisions.
- Ability to apply expertise in a fair and objective manner to manage projects, solve problems and make decisions.
- Ability to protect the confidentiality of examination and candidate information.
- Ability to use computer software such as word processing, spreadsheet, the Internet, and human resources management software.

CURRENT SALARY

Human Resources Representative:

The current starting salary (PG 2HX) for City of Milwaukee residents is \$54,865 annually. The non-resident starting salary is \$53,519 annually. Appointment above the minimum is possible.

Human Resources Analyst – Sr.:

The current starting salary (PG 2FX) for City of Milwaukee residents is \$48,294 annually. The non-resident starting salary is \$47,109 annually. Appointment above the minimum is possible.

Human Resources Representative (Dept. of Employee Relations, Staffing Services)

SELECTION PROCESS

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.

INITIAL FILING DATE - The examination will be held as soon as practical after **May 15, 2015**. 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 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.