

M ANAGEMENT TRAINEE

Recruitment #1603-4357-001

List Type Original

Requesting Department DEPT OF EMPLOYEE RELATIONS

Open Date 4/5/2016

Filing Deadline 4/25/2016 11:59:00 PM

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Introduction

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

Purpose

Are you a recent college graduate interested in a career in public service? Are you interested in making an impact on your community? Look no further! The Management Training Program offers recent college graduates an opportunity to pursue careers in public service with the City of Milwaukee. This is more than just a job; it's a way to make a difference!

Management Trainees will be assigned to one of several City of Milwaukee departments. Assignments will provide Trainees with valuable exposure to local government functions such as neighborhood development, urban planning, business development, operations, budgeting, finance, fiscal and legislative analysis, licensing, auditing, strategic planning, statistical analysis, and personnel management.

While appointments to Management Trainee are limited to one year, transfer/promotional opportunities to positions within City of Milwaukee agencies may be available upon completion of the trainee period.

Essential Functions

- Manage resources and processes to effectively and efficiently ensure the timely completion of assigned duties.
- Communicate orally and in writing to internal and external customers to determine and successfully meet their needs.
- Read and interpret technical material, rules and regulations, and policies to determine main subjects and ideas.
- Use computers and various computer applications to generate reports, analyze and store data, and written material to efficiently and effectively complete assigned tasks.

Management Trainee

- Assist in solving problems by employing various types of analysis through critical thinking and proficient use of information.
- Use creativity to develop new processes where current processes are ineffective or inefficient.
- Employ mathematical and statistical reasoning to solve practical problems.
- Manage interaction with co-workers and supervisors to ensure that project and program goals are met.
- Promote a high level of performance for self and co-workers.

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.

Minimum Requirements

Bachelor of Science or Bachelor of Arts Degree from an accredited college or university within the past two years (at time of application).

NOTE 1: Students in their final year of college (at time of application) may participate in the selection process, but would not be eligible for appointment until degree completion.

NOTE 2: To receive credit for college, transcripts are required and must be received by the application period closing date.

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 the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of goal setting techniques to aid in meeting established time lines.
- Knowledge of basic computer software applications to facilitate work processes.
- Knowledge of basic mathematical and statistical principles needed to complete job tasks.
- Skill in all aspects of customer service to build and maintain customer satisfaction.
- Skill in reading and interpreting a variety of written materials that are utilized in work settings.
- Ability to plan and organize work to achieve goals.
- Ability to use good time management techniques to complete duties in a timely manner.
- Ability to maintain quality of work through careful attention to detail.
- Ability to present information in a clear and concise manner orally and in writing to accurately express facts, data, and statistics.
- Ability to approach problems in a logical manner and develop and implement solutions and evaluate outcomes.
- Ability to make objective decisions by assessing the facts, risks and rewards, goals, and outcomes in order to accomplish organizational objectives.
- Ability to review and analyze data and apply the results to reach accurate conclusions.
- Ability to establish and maintain positive relations with supervisors, co-workers, and the public in order to meet organizational goals and objectives.

Management Trainee

Current Salary

The current starting salary (PG 2EX) for City of Milwaukee residents is \$45,306 annually, and the non-resident starting salary is \$44,194.

Note: Management Trainees are not eligible to participate in the employees' retirement system.

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 **April 25, 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. 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.

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 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.

Additional Information

APPLICATION INSTRUCTIONS

- APPLICATIONS and further information may be accessed by visiting, www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

For full details of the benefits offered by the City of Milwaukee, please visit www.city.milwaukee.gov/Benefits2016.

Conclusion

- *Appointment to a Trainee assignment is limited to one year of service.*
- *The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*