

# PERSONNEL ANALYST (MPS)

The current vacancy is for a Personnel Analyst in the Milwaukee Public Schools Department of Human Resources. The eligible list resulting from this examination may also be used to fill positions in the Department of Employee Relations or other City departments.

This position provides professional level support for employment activities and functions of the Classified Staffing Division of Milwaukee Public Schools, including coordinating pre-employment criminal background checks, conducting job analysis, monitoring compliance with State and Federal laws, and processing disciplinary actions related to classified employees.

## ESSENTIAL FUNCTIONS:

- ❖ Coordinates and reviews criminal background checks for individuals recommended for employment. Reviews and approves applications for employment or promotion.
- ❖ Administers the staffing of various classified positions, to include summer school support staff, and handles necessary reassignments or reductions in force. Performs job analysis and research on classified positions as needed.
- ❖ Processes personnel transactions in accordance with State and Federal laws, Civil Service rules and Board policies.
- ❖ Administers leaves of absence for classified staff.
- ❖ Provides counsel to supervisors regarding bargaining unit contract compliance, Board policies, administrative procedures and personnel practices.
- ❖ Works with various unions representing classified employees to address and solve problems or complaints.
- ❖ Handles second step grievances involving disciplinary actions or contract disputes with classified employees. Implements grievance resolutions affecting classified staff. Assists in the preparation of arbitrations.
- ❖ Hears disciplinary actions involving residency or pre-employment issues. Imposes appropriate disciplinary actions in these cases.
- ❖ Assists in the preparation of responses to claims made under the Unemployment Compensation or Workers' Compensation Acts. Provides testimony at hearings on these matters on behalf of the Board. Assists in negotiation of labor agreements.
- ❖ In coordination with Compensation and Payroll, calculates payroll transactions affecting employee salary or benefit levels and implements any necessary payroll adjustments.
- ❖ Represents the Office of Classified Staffing at Board meetings, City Service Commission meetings or other meetings as required.
- ❖ Serves on student expulsion panels as necessary.
- ❖ Performs other duties as assigned.

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. A Bachelor's Degree in Human Resources Management, Public or Business Administration, Industrial Relations, Psychology or a closely related field from an accredited college or university.
2. Minimum of two years of successful recent human resources experience performing duties such as those described above or general personnel functions.
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.*

### **KNOWLEDGES, 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

**Current Salary is** \$53,740 to \$77,958 annually with excellent benefits. Recruitment is normally at the beginning of the range.

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