

FIRE AND POLICE COMMISSION STAFFING SERVICES MANAGER

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Requesting Department FIRE AND POLICE COMMISSION

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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.

Purpose

Department overview: The Fire and Police Commission (FPC) was established in 1885 by state law and is one of the oldest police oversight agencies in the nation. The Commission's authority and responsibility are set forth in Wisconsin Statute Section 62.50, the Milwaukee City Charter Chapter 22.10, and the Milwaukee Code of Ordinances Chapter 314. The nine citizen board members are appointed by the Mayor of Milwaukee and approved by the Common Council. The mission of the FPC is to ensure that the Fire and Police Departments are prepared to protect the lives and property of the citizens of the City of Milwaukee by monitoring the quality and effectiveness of Fire and Police Department policies, practices, and outcomes.

Take your career in personnel selection to the next level and lead a staffing services team in this challenging and worthwhile position with the Milwaukee Fire and Police Commission. Under the direction of the FPC Executive Director, the FPC Staffing Services Manager is responsible for leading and directing the testing and recruitment staff who develop and administer the selection processes for City of Milwaukee public safety positions – both sworn and non-sworn – within the Milwaukee Police Department and the Milwaukee Fire Department. In addition, the FPC Staffing Services Manager provides guidance to professional consultants in the administration and execution of recruitment, testing, and hiring functions in accordance with applicable state statutes and FPC rules.

Essential Functions

Supervision and Leadership of the Testing and Recruitment Staff:

- Supervise testing and recruitment staff. Participate in the recruitment, selection, and assignment of division personnel. Evaluate staff and provide for their training and development. Develop and maintain effective working relationships with all agencies impacted by the service. Anticipate workforce needs and plan selection activities.

Job Analysis, Test Development, and Administration:

- Determine the need for new selection procedures for entry level and promotional positions; approve qualifications, job postings, components and weights of tests, job analysis procedures, and test materials, as well as test scheduling and physical arrangements; review and evaluate test statistics and eligible lists prior to submission to the FPC; ensure all testing activities are validated, developed, and administered according to professional and legal standards (e.g., Standards for Educational and Psychological Testing, Principles for the Validation and Use of Personnel Selection Procedures, and the Uniform Guidelines on Employee Selection Procedures); direct and evaluate the work of consultants; and ensure the security and confidentiality of test materials.

Research, Reporting, and Complaint Response/Resolution:

- Serve as the testing subject matter expert for the FPC; prepare research reports and recommendations on employee selection and related human resources issues as requested by the Executive Director, FPC, Office of the City Attorney, public officials, and other agencies; and respond to complaints or legal actions regarding selection processes.

Background Investigation and Pre-Employment Testing:

- Develop and oversee administration of the background investigation and appeals process pursuant to Fire and Police Commission Rules and professional and legal standards; and oversee the work of professionals contracted to perform pre-employment testing that includes drug screening, medical, and psychological testing.

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

- Must be willing to work an extended schedule for successive days (i.e., 10-12 hour work days) on occasion as well as evenings and weekends to meet departmental needs.

Minimum Requirements

1. Master's degree in industrial/organizational psychology, industrial psychology, educational psychology, human resources management, or a closely related field from an accredited college or university. Education must have included coursework in testing and assessment and statistics.
2. Three years of advanced level professional experience in developing, administering, and validating personnel selection procedures, including the application of related principles, practices, techniques, and legal considerations.
3. Valid Driver's license and availability of a properly-insured vehicle at time of appointment and throughout employment.

Equivalent combinations of education and experience that provide the applicant with the knowledge, skills, and abilities required to perform the job will be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. 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.

Desirable Qualifications

- Experience with personnel selection for public safety positions.

Knowledges, Skills, Abilities and Other Characteristics

Technical Knowledge:

- Knowledge of job analysis methods and related research; ability to conduct and interpret job analysis studies.
- Knowledge of professional testing standards and federal regulations related to personnel selection standards. Knowledge of measurement theory and practice.
- Knowledge of selection test validation methods and skill in developing valid, reliable selection processes.
- Knowledge of test security issues.
- Knowledge of fire and police operations.
- Knowledge of mathematics and statistics; ability to apply statistics to practical situations.
- Knowledge of principles and best practices of human resources management.
- Skill in conducting quantitative and technical research.
- Ability to understand, analyze, and interpret data derived from employment tests.
- Ability to read, analyze, and interpret work-related documents such as laws and regulations, academic papers, scientific and technical journals, and budgetary documents.
- Ability to master the complexities of public safety personnel selection and to serve as a subject matter expert in support of testing decisions.
- A grasp of the capabilities of information technology, along with proficiency using standard software (word processing, spreadsheet, database, and presentation programs) and job-specific applications (human resources, applicant tracking, and statistical software).
- Ability to develop and execute comprehensive, creative, and successful recruitment plans and strategies.
- Commitment to professional development in personnel selection and human resources management.

Communication and Interpersonal Skills:

- Written communication skills, including skill in writing correspondence, policies, reports, and other documents.
- Oral communication skills; ability to speak clearly and concisely and explain complex concepts to non-technical audiences.
- Skill in effectively preparing and delivering presentations and testimony before groups such as senior management, elected officials, boards, and commissions in legal and quasi-judicial proceedings.

- Customer focus and effective listening skills: dedication to exceptional service delivery and ability to satisfactorily respond to inquiries or escalated complaints from applicants, other City departments, and the public.
- Skill in being assertive, yet diplomatic; ability to resolve conflicts.
- Appreciation for and commitment to diversity as well as exemplary cultural sensitivity.
- Political acumen and the ability to build positive partnerships with colleagues, representatives of other agencies, and professional testing consultants.

Leadership Ability and Supervisory Skills:

- Leadership skills and initiative: ability to provide operational oversight and expert advice for a staff of testing and recruiting professionals. Ability to manage the continual planning and execution of multiple, concurrent, large-scale recruiting, testing, and hiring cycles.
- Supervisory skills: ability to set high standards of performance; make assignments and delegate tasks; direct work; measure and evaluate work outcomes; and hire, train, develop, and discipline staff as necessary.

Critical Thinking Skills, Planning Skills, and Professionalism:

- Ability to analyze and solve complex problems as well as decision-making skills and sound judgment.
- Ability to fairly and objectively apply expertise to manage projects, solve problems, and make decisions.
- Ability to systematically approach planning, organizing, and prioritizing work to achieve objectives within deadlines.
- Ability to be flexible and adjust to changing circumstances.
- Ability to perform well under pressure.
- Ability to behave in an ethical manner, serve the organization with honesty and integrity, and maintain confidentiality in all matters related to examinations, candidates, and staff.

Current Salary

The current starting salary (**PAY RANGE 1IX**) for City of Milwaukee residents is **\$75,478** annually, and the non-resident starting salary is \$73,627. Appointment above the minimum – up to **\$93,593** – requires approval and will be based on qualifications and experience.

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 a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

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 and the Fire and Police Commission reserve 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 22, 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.