

BUSINESS SERVICES SPECIALIST

Recruitment #1412-0625DC-001

List Type Transfer/Promotional
Requesting Department DPW-WATER-BUSINESS
Open Date 1/22/2015 11:59:00 PM
Filing Deadline 2/13/2015 11:59:00 PM
HR Analyst Jeff Harvey

PURPOSE

Perform, monitor and ensure the Milwaukee Water Works (MWW) payroll and data entry are completed accurately and on time. This position is the lead worker for the MWW payroll unit and is responsible for the handling of confidential payroll information and sensitive personnel issues. This position works closely with the Administration and Projects Manager (APM) in administering various leave programs such as FMLA and injury.

ESSENTIAL FUNCTIONS

- Edit and approve time using the City's online time system.
- Prepare and enter payroll adjustments.
- Maintain all absences and leave balances for Business section.
- Generate payroll reports including time owed and allowed, sick leave incentive, and payroll registers.
- Check accuracy of payroll reports and make adjustments as necessary.
- Process employee retirement requests and prepare related paperwork.
- Fill out wage information supplement sheets for Worker's Compensation.
- Answer/resolve payroll inquiries and discrepancies.
- Maintain employee personnel records using the City's Human Resource Management System (HRMS).
- Calculate and enter salary increments, promotions, demotions, and leaves of absence on HRMS.
- Track and assist in the administration of FMLA for the Business section and report bi-weekly to MWW management.
- Provide payroll reports and/or information such as injury and sick leave usage and employment histories to manager and other City departments; notify management of any unusual situations.
- Run HRMS queries to provide payroll/personnel information to managers as needed.
- Review and approve payroll adjustments.
- Advise and consult payroll clerks on unusual payroll problems or issues.

CONDITIONS OF EMPLOYMENT

- Position requires a flexible schedule to work extra hours around payroll deadlines as needed.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed City of Milwaukee employee, having passed the probationary period for the current position held.
2. Two (2) years of experience as an Accounting Assistant II / Personnel Payroll Assistant II or higher.
3. Valid Driver's license at time of appointment and throughout employment.

Business Services Specialist (DPW-Water)

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of City of Milwaukee payroll policies and salary ordinances.
- Knowledge of math and ability to perform accurate calculations.
- Knowledge of City of Milwaukee payroll system reporting, adjustments, and HRMS system.
- Skill in assisting and serving different customer groups for varying requests and needs.
- Ability to operate, report from, and make changes in the City of Milwaukee time entry and HRMS systems.
- Ability to maintain records in a safe, organized and reachable manner, in accordance with the City of Milwaukee Records Retention Policy.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize, analyze, and solve problems.
- Detail-oriented and able to produce accurate work under strict deadlines.
- Ability to plan, organize, and prioritize work.
- Ability to provide information and technical support to customers in other departments.
- Ability to interact effectively and tactfully with coworkers and customers.
- Ability to provide guidance in handling complicated issues.
- Ability to work effectively with interruptions and respond to questions as needed.
- Ability to handle and maintain confidential employee records and payroll information.

CURRENT SALARY

SALARY (PG 2DN): The current starting salary for City of Milwaukee residents is \$46,347 annually. The non-resident starting salary is \$45,210 annually.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Water Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.