



**TRANSFER/PROMOTIONAL OPPORTUNITY**

# **HUMAN RESOURCES ANALYST-SENIOR**

## **Department of Employee Relations**

**Purpose:** Provides a full range of professional personnel services to City Departments, employees, and the public in meeting all facets of City departments' human resources needs. The primary focus of this position is the staffing functions that include recruiting plan development and implementation, job analysis, test and selection process development, test review and evaluation which are used to fill positions at all levels in City Departments. This position may also provide other human resource services as needed.

### **Essential Functions**

- Develop and execute recruitment plans and strategies.
- Review and prepare job announcement bulletins.
- 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.
- 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 determine content and to ensure job-relatedness of tests.
- Make recommendations for modifying and improving examination and selection processes on the basis of accumulated research data and independent statistical research.
- Determine timelines for each selection process component and schedule test administrations.
- Maintain effective and timely communication with candidates and hiring authority.
- Identify and secure subject matter experts to serve as raters.
- Administer oral and performance examinations and other assessment exercises.
- Determine eligibility of applicants based upon minimum requirements.
- Maintain confidentiality of examination and candidate information.
- Maintain contact with applicants throughout the selection process.
- Develops new and/or improved human resources products and processes and conducts research related to the development of improved services and delivery.
- Represents the department before bodies such as commissions, boards, and Common Council committees.
- Perform other related 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.*

## ***Human Resources Analyst-Senior (DER)***

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### **MINIMUM REQUIREMENTS:**

1. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. Bachelor's degree in Psychology, Industrial Relations, Organizational Development, Human Resources Management, Education, Public Administration, or a closely related field from an accredited college or university.

*NOTE: College transcripts are required and must be received within three business days after the application period closes. Copies of transcripts must be submitted with application -OR- sent to Carl Nagy, Human Resources Manager, Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI, 53202 (Student copies are acceptable.) Only applications with transcripts will be considered; applications without transcripts will be rejected.*

3. Two years of progressively responsible experience performing duties related to employee relations, including developing policies; interpreting and applying federal and state employment laws, local ordinances, and City Service Commission rules; conducting research, analyzing information and writing reports; performing job analysis and preparing job descriptions; developing examinations and rating methods; recruiting, screening applications, and interviewing; classification and compensation studies.
4. Valid driver's license at time of appointment and throughout employment.

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

### **DESIRABLE REQUIREMENTS:**

1. A Master's Degree in Psychology, Industrial Relations, Organizational Development, Human Resources Management, Education, Public Administration, or a closely related field from an accredited college or university.
2. Graduate level course work in statistics.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of job analysis methods and related research and ability to conduct job analysis studies.
- Knowledge of professional testing standards and federal regulations related to personnel / selection standards.
- Knowledge of measurement theory and practice.
- Ability to develop valid and reliable selection processes.
- Ability to analyze and interpret data related to employment testing, conduct statistical and technical research, apply statistics to practical situations, and read, interpret and apply informations in work-related materials.
- 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.

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- 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.
- Ability to conduct research.

**CURRENT SALARY RANGE (PG 2FX) is:** \$47,109 to \$65,957 with excellent benefits.

**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 hiring department reserve the right to call only the most qualified candidates to oral exams, 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.

### **APPLICATION PROCEDURE:**

Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).

Applications should be returned to: **Carl Nagy, Human Resources Manager, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI, 53202**, by **April 1, 2013**. *Receipt of applications may be discontinued any time after that date.*

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