



**TRANSFER/PROMOTIONAL OPPORTUNITY**

# HUMAN RESOURCES ANALYST SENIOR

## Health Department

**PURPOSE:** Performs a full range of professional personnel duties relating to the human resources functions in the City of Milwaukee Health Department (MHD). Assist the Health Personnel Officer as needed.

**ESSENTIAL FUNCTIONS:**

- Monitor, prepare and/or process personnel requisitions and promotion and transfer requests.
- Facilitate hiring process by acting as a liaison between MHD hiring managers and Department of Employee Relations.
- Review and update job descriptions so they accurately reflect current MHD positions.
- Provide guidance to supervisors regarding structured interview questions and rating instruments.
- Conduct reference checks, verify employment and education, and review background check information of candidates.
- Extend job offers and communicate pre-employment requirements to all candidates.
- Conduct MHD New Employee Orientation Program.
- Coordinate program activities for MHD internships, cooperative education and fellowship programs.
- Administer State and Federal Family Medical Leave Act (FMLA).
- Coordinate quarterly review of MHD Sick Leave Usage and Control Program.
- Coordinate MHD employee accident reporting program.
- Maintain and update department records and information databases concerning required immunizations, fit testing, etc.
- Advise managers concerning employee performance issues, disciplinary matters, questions about work rules and policies and procedures.
- Compile, analyze, and develop reports of various personnel activities and metrics.
- Serve as personnel representative on MHD Wellness Committee.
- Coordinate activities related to employee recognition, training, and employee events.
- Assist the Health Personnel Officer with his/her duties as required.

*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. 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 Human Resources Management, Industrial Relations, Public Administration, Organizational Development, Psychology, Business 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 Box HRA-Sr, Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI, 53202 (Student copies are acceptable.) or emailed to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Only applications with transcripts will be considered; applications without transcripts will be rejected.*
3. Two years of progressively responsible experience performing duties closely related to the essential functions listed above such as employee relations, interpreting, applying, administering federal and state employment laws, local ordinances, and City Service Commission rules, analyzing information and writing reports, and interviewing.
4. Valid driver's license at time of appointment and throughout employment.

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

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

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### **DESIRABLE REQUIREMENTS:**

1. A Master's Degree in Human Resources Management, Industrial Relations, Public Administration, Organizational Development, Psychology, Business Administration or a closely related field from an accredited college or university.
2. Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification.

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

- Knowledge of municipal, state, and federal laws and regulations related to human resources and employment.
- Knowledge of city ordinances and civil service rules related to human resources and employment.
- Knowledge of interviewing and conducting structured interviews.
- Ability to analyze data and assemble the results in a logical report.
- Ability to read, interpret, and practically apply work related material.
- Ability to conduct research concerning laws, ordinances, and human resources practices.
- Ability to write memos, letters, and other job related documents clearly and concisely.
- Ability to communicate orally clearly and concisely.
- Skill in the elements and practice of active listening.
- Ability to effectively handle sensitive inquiries and complaints and maintain confidentiality.
- 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.
- Ability to apply expertise in a fair and objective manner to manage projects, solve problems and make decisions.
- Ability to tactfully coach and advise supervisors and managers concerning workplace issues.
- Ability to use computer software such as word processing, spreadsheet, the Internet, and human resources management software.

**SALARY:** The current starting salary (PG 2FX) is \$47,816 annually for City of Milwaukee residents. The non-resident starting salary is \$47,109 annually. Appointment above the minimum is possible.

**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 Health Department 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:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414.286.3751

### **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: **Department of Employee Relations, Box HRA-Sr., Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI, 53202**, by **February 28, 2014**. *Receipt of applications may be discontinued any time after that date.*