

PERSONNEL PAYROLL ASSISTANT III

TRANSFER/PROMOTIONAL OPPORTUNITY

Recruitment #1610-0325DC-001

List Type Transfer/Promotional

Requesting Department DCD - MGMT & SPECIAL PROJECTS

Open Date 10/14/2016

Filing Deadline 10/21/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

PURPOSE

The Personnel Payroll Assistant III provides confidential support to the Personnel and Payroll Section in the following areas: payroll and personnel transactions and reports, employee benefit information, general employment information and other general personnel administration support. This position also provides clerical support for grants administration and assists and provides back-up to the Program Assistant II.

ESSENTIAL FUNCTIONS

- Maintain employee information in HRMS and personnel files, such as appointments, new employee data, sick leave, jury duty, promotions, transfers, discipline, retirements and separations.
- Post corrections and adjustments in the CityTime for employee payroll accounts and leave balances, record appropriate information in HRMS, and forward time card adjustments to the Program Assistant II to enter into the Employee Database.
- Process auto allowance requests and maintain employee auto insurance and driver's license records.
- Track and initiate the annual employee performance review and biannual sick leave control and sick leave incentive programs.
- Assist in coordinating the training for DCD and RACM employees and process tuition reimbursements.
- Provide support to employees regarding timecard processing and employee benefits.
- Process special pays such as Development Awards and retroactive payments.
- Respond to the payroll request for unemployment or worker's compensation wage statements.

Personnel Payroll Assistant III (DCD-Mgmt & Spec Projects)

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.

MINIMUM REQUIREMENTS

- **Regular status as City of Milwaukee employee**, having successfully completed a probationary period for a civil service position.
- **Four years of progressively responsible office support experience** which includes a substantial amount of customer contact, work with detailed records and at least one (1) year of experience in a related title in salary grade 6HN such as Accounting Assistant II, Administrative Assistant II, Office Assistant IV, Customer Service Representative III level or higher or equivalent experience.

NOTE: Job-related coursework from an accredited college or business school may be substituted for up to six (6) months of the experience requirement.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College 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 the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

- Experience using Microsoft Word, Excel and Access.
- Knowledge of the City's HRMS system.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of Microsoft Word, Excel and Access in order to maintain and create reports and business correspondence.
- Ability to learn and work with the City's Human Resources Maintenance System and CityTime System.
- Ability to interpret and explain benefits, payroll deductions and leave policies and procedures.
- Ability to communicate effectively, both orally and in writing.
- Interpersonal and customer service skills; including the ability to work effectively with culturally diverse individuals at all levels inside and outside the organization.

Personnel Payroll Assistant III (DCD-Mgmt & Spec Projects)

- Ability to manage a high level of detail in order to ensure accuracy in maintenance of databases and HRMS.
- Ability to organize workflow to meet the goals of the position.
- Ability to multi-task despite frequent interruptions.
- Ability to work with shifting priorities, with little or no advance notice.
- Ability to consistently work under time constraints and meet deadlines.
- Ability to maintain confidential information.

CURRENT SALARY

Salary (5EN): The current starting salary for City of Milwaukee residents is \$40,501. The non-resident starting salary is \$39,507.

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 Department of City Development 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 City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.