

# Human Resources Representative

## Human Resources Analyst-Sr. Recruitment #2004-4772-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF EMPLOYEE RELATIONS
<b>Open Date</b>	4/7/2020 09:05:00 AM
<b>Filing Deadline</b>	4/28/2020 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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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.*

#### **Human Resources Representative and Human Resources Analyst-Senior**

This position will be filled at the level of Human Resources Representative (PG 2HX) or Human Resources Analyst-Senior (PG 2FX), depending upon the qualifications of the candidate and the needs of the Labor Relations & Compliance Division. Eligible candidates who successfully complete the selection process will be placed on the highest level eligible list for which they qualify. The eligible lists resulting from this examination may be used to fill similar City of Milwaukee positions.

### PURPOSE

Under the direction of the City Labor Negotiator, the Human Resources Representative assists with all Labor Relations matters including, but not limited to contract negotiations, arbitration proceedings, grievances and employee relations.

Under the direction of the Human Resources Compliance Officer, the Human Resources Representative assists with all compliance matters including, EEO compliance, employee relations, and unemployment insurance coordination.

### ESSENTIAL FUNCTIONS

#### Labor Relations

- Advise managers relative to existing labor agreements, labor contract interpretation, application, and enforcement.
- Perform multifactorial data and cost analyses; organize and present data for collective bargaining strategy, labor agreements, mediation, interest, and grievance arbitration proceedings; testify at interest arbitration hearings.
- Design and conduct surveys of comparable jurisdictions on a broad range of issues; maintain survey results.

- Act as an independent reviewer at the third step of the disciplinary grievance process and the dispute resolution procedure.
- Attend meet and confer meetings.
- Provide coverage for the Labor Negotiator as needed.

#### Employee Relations

- Provide guidance regarding Milwaukee Code of Ordinance-Chapter 350 and Milwaukee Salary Ordinance interpretation, application, and enforcement.
- Research best practices to develop policies, guidelines, and procedures, including, FMLA, leave benefits, workplace violence, and the ADA.
- Provide technical assistance and training to supervisors and managers relative to grievance procedures.

#### Compliance

- Coordinate the City's Unemployment Insurance function in conjunction with the third party administrator, including electronic, written and verbal responses to the State Department of Workforce Development; advise departmental managers on appropriate action; create and file Quarterly State Reports and Twelfth of the Month DOL reports.
- Assist the HR Compliance Officer in addressing matters related to employment laws, statutes, ordinances, and policies.
- Assist the HR Compliance Officer in complex employee complaint investigations. Develop and conduct compliance trainings for departmental personnel officers, supervisors, managers and employees.

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

- Ability to work outside standard business hours.

### MINIMUM REQUIREMENTS

1. **Both levels:** Bachelor's degree in industrial or labor relations, labor economics, human resources management, public administration or a related field from an accredited college or university.
2. **Human Resources Representative (PG 2HX):** Three years of progressively responsible experience performing human resources functions related to those described above.
3. **Human Resources Analyst-Senior (PG 2FX):** Two years of progressively responsible experience performing human resources functions related to those described above.
4. **Both levels:** Valid Driver's License at the time of appointment and throughout employment.

*Equivalent combinations of education and experience may also 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. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

### DESIRABLE QUALIFICATIONS

- Master's degree from an accredited college or university in industrial and labor relations, public administration, business administration or a related field.

### KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of and ability to apply employment laws.
- Knowledge of collective bargaining, contract and grievance administration, and interest and grievance arbitration.
- Ability to understand and interpret municipal, federal, state, and employment laws and policies including, the Municipal Employment Relations Act (MERA), Wisconsin Employment Relations Commission (WERC) proceedings, MCO 350, Salary Ordinance, EEO, FMLA, and ADA.

- Knowledge of labor and management relations, due process and just cause standard; ability to interpret the Rules of the City Service Commission.
- Ability to read and interpret a wide variety of materials, including periodicals, legislation, policies, reports, and technical publications.
- Ability to gather data and make accurate calculations in various formats.
- Written communication skills and the ability to draft and edit proposals and correspondence.
- Ability to work well both independently and in a team environment.
- Critical thinking skills: analytical problem-solving and decision-making skills utilizing sound judgment.
- Ability to perform under pressure and calm others in stressful situations.
- Ability to use the advanced features of various software applications, particularly Excel, Word, and the internet.
- Ability to work cooperatively and effectively with coworkers and residents whose backgrounds may differ from one's own.
- Ability to plan, prioritize, organize, and accomplish work within deadlines.
- Ability to use tact, diplomacy, and excellent judgment when interacting with the public, elected officials, union officials, and City employees.
- Honesty, integrity, and the ability to maintain confidentiality.

## CURRENT SALARY

**Human Resources Representative (PG 2HX):** \$54,865-\$76,806 and the resident incentive salary range for City of Milwaukee residents is \$56,511-\$79,110. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

**Human Resources Analyst-Senior (PG 2FX):** \$48,670-\$67,616 and the resident incentive salary range for City of Milwaukee residents is \$50,130-\$69,644. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## 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 reserves 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 **Tuesday, April 28, 2020**. 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.

### **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

### **CONCLUSION**