

# BUSINESS OPERATIONS SPECIALIST

Recruitment #1802-4428-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF EMPLOYEE RELATIONS
<b>Open Date</b>	6/12/2018 4:00:00 PM
<b>Filing Deadline</b>	7/3/2018 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.

## PURPOSE

The Business Operations Specialist administers the overall financial operations and budget of the Department of Employee Relations (DER), including the \$12 million Worker's Compensation budget and the \$100 million healthcare special purpose accounts; budget preparation, expenditure processing and tracking, ongoing monitoring and maintenance of department special purpose and reimbursable accounts, special funds, operational accounts, and trust funds.

## ESSENTIAL FUNCTIONS

### Budget and Financial Operations

- Prepare, coordinate, and review documents and materials related to DER's operating budget, special purpose accounts, revenues, and capital budget, including all FMIS accounts payable and receivable entries.
- Maintain expenditure tracking and projections and monitor departmental salaries, operating expenditures, equipment budget, and special funds.

- Maintain all special purpose, reimbursable accounts, and trust funds associated with the administration and payment processing for the delivery of benefits related to healthcare, wellness, dental, worker's compensation, unemployment compensation, flexible spending, employee training, alternative transportation, and long term disability.
- Oversee and manage the input of statistical and financial data in the appropriate spreadsheets and programs related to all department budget accounts and special purpose accounts.
- Make recommendations on data collection, tracking, and analysis according to changes in program design and data availability.
- Audit all tracking spreadsheets to ensure they balance with the financial system.
- Assist with the preparation of council files when fund transfers or other actions are needed; prepare budget documentation and data collection for the Comptroller's Office for annual fringe benefit calculations, OPEB (Other Post-Employment Benefits) and long-term liability reporting.
- Process billing for the healthcare, wellness and worker's compensation for various City agencies.
- Serve as the resource person regarding FMIS financials and manage security measures for the program.

### Benefits Administration

- Assist with planning and updating open enrollment activities and provide assistance answering questions related to health, wellness, dental, and open enrollment changes.
- Assist with reviewing event maintenance/testing with HRMS benefit tables to ensure annual benefit changes are made correctly.
- Serve as the coordinator for the City's Flexible Spending and Health Reimbursement Accounts programs and functions as the billing and enrollment liaison with the City's various agencies.
- Perform ongoing administrative functions (COM and agencies) including HRMS entries and updates associated with the Flexible Spending and Health Reimbursement Accounts including enrollment changes and coordination of the bi-weekly eligibility file.
- Provide guidance and advice to employees regarding the Flexible Spending and Health Reimbursement Accounts so

information is correct under IRS (Internal Revenue Service) regulations and guidelines.

- Provide guidance to benefits staff handling the long-term disability and alternative transportation programs and serve as a backup for these programs.
- Create and organize an annual database for wellness mailings, participation and completion, including data analysis and manipulation.

#### Health, Wellness, and Worker's Compensation Program Administration

- Perform data analysis and calculations to submit the annual HAFEE (Health Assessment Fee) file to the Comptroller's Office for payroll deductions.
- Provide monthly data files to the FSA/HRA (Flexible Spending Accounts/Healthy Rewards Accounts) vendor.
- Perform statistical data calculation and analysis for both the Health Appraisal and Healthy Rewards Program.
- Execute the annual update and tracking of statistical data for the City's OSHA (Occupational Safety and Health Administration) log.
- Prepare and maintain databases associated with the City's comprehensive health and wellness program.

#### Procurement and Administration

- Review and approve the purchase of materials, services, and equipment.
- Maintain and track department contract information so contracts are renewed or new requisitions are completed when needed.
- Provide input during contract renewals to be sure all contracts have appropriate financial information included.
- Manage departmental ProCard users and oversee departmental purchases.
- Assist in managing office/floor space and any necessary staff relocations or department remodeling efforts.
- Assist department managers with making arrangements for new 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.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in public administration, business administration, accounting or a closely related field from an accredited college or university.
2. Three years of related experience in accounting, budgeting, and/or financial management.

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

- A Master's degree in public administration, business administration, accounting or a closely related field from an accredited college or university.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of or ability to learn the City's budget process and procedures related to budget preparation and administration.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to work independently, prioritize tasks, coordinate several projects simultaneously, and follow through on assignments.
- Ability to read, analyze, and interpret technical, financial, legal, and governmental documents.
- Ability to communicate effectively orally and in writing, including the ability to prepare written reports and the ability to make oral presentations.
- Ability to use standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports.

- Strong understanding of PeopleSoft financial management information system and human resources management system.
- Ability to establish and maintain effective working relationships.
- Ability to work with confidential and sensitive information.
- Strong customer service orientation. Ability to perform work with a high degree of accuracy, detail and quality.
- Ability to use sound judgment.
- Honesty, integrity, and the ability to maintain confidentiality.

## CURRENT SALARY

The current salary range (Pay Range 2GX) for City of Milwaukee resident is \$51,469-\$72,063 annually, and the non-resident salary range is \$50,206-\$70,295. *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 <http://city.milwaukee.gov/Benefits2018>.

## 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, July 3, 2018**. 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

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.