

# COLLEGE INTERN

Recruitment #1703-3028-001

**List Type** Original

**Requesting Department** DEPT OF EMPLOYEE RELATIONS

**Open Date** 3/31/2017 12:00:00 PM

**Filing Deadline** 4/24/2017 11:59:00 PM

**HR Analyst** Nola Nelson

## INTRODUCTION

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

## PURPOSE

The College Intern will assist Compensation Services staff members in the collection, analysis, maintenance, and presentation of data and information related to job evaluation studies and various compensation issues. This person works on a part-time basis while enrolled in college.

*College Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.*

## ESSENTIAL FUNCTIONS

- Generate quantitative and qualitative information for use in determining recommendations for compensation-related issues and job evaluation studies.
- Locate and compile needed information from electronic databases, published studies, the Internet, and existing files to assist in determining recommendations for job evaluation studies.
- Collect and analyze data in spreadsheets, charts, and documents and generate presentations designed for the intended audience.
- Assist with data collection for job evaluation studies, which may include interviewing employees at their worksites.
- Assist with wage and salary surveys by researching, compiling, and documenting needed information.
- Assist by reviewing and editing job descriptions for various jobs.
- Assist with the design, documentation, development, and implementation of career ladders.

*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. Current enrollment as a Sophomore or higher in an accredited college or university, including course work in Statistics, Human Resources, Industrial/Organizational Psychology, Education, Public Administration, or a closely related field.

***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.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of descriptive statistics used for reporting findings.
- Oral and written communication skills, including the ability to produce correspondence and reports.
- Interpersonal skills; ability to build and maintain good working relationships with diverse groups in other City departments.
- Analytical, problem-solving, and data interpretation skills.
- Ability to complete special projects within tight deadlines and follow through on long-term projects.
- Strong attention to detail and demonstrated proofreading skills.
- Ability to exercise sound judgment and strong sense of integrity.
- Ability to work independently and as a member of a team.
- Ability to read and interpret work-related documents.
- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Professional, dependable, flexible, and adaptable.
- Detail and quality orientation.
- Proficient with word processing and spreadsheet software as well as the Internet.

## **CURRENT SALARY**

SALARY (9IN): The current starting hourly rate is \$10.34 for City of Milwaukee residents. The non-resident starting hourly rate is \$10.09. Appointment may be up to \$11.97 (\$11.68 non-resident) for students with junior status and up to \$13.57 (\$13.24 non-resident) for students with senior status.

## **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 **April 24, 2017**. 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.