

FIRE & POLICE COMMISSION STAFFING SERVICES MANAGER

Recruitment #2012-5347-001

List Type	Original
Requesting Department	FIRE AND POLICE COMMISSION
Open Date	12/23/2020 3:00:00 PM
Filing Deadline	1/13/2021 11:59:00 PM
HR Analyst	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.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.



PURPOSE

Under the direction of the Executive Director, the FPC Staffing Services Manager directs the testing and recruitment staff in developing and administering the selection processes for public safety positions.

ESSENTIAL FUNCTIONS

Supervision and Leadership of the Testing and Recruitment Staff

- Plan, organize, and review the work of staff and provide training and development.
- Ensure staff adheres to rules, regulations, best practices and applicable laws related to employment testing.
- Develop and maintain effective working relationships with all agencies impacted by the service.
- Anticipate workforce needs and plan selection activities.

Job Analysis, Test Development and Administration

- Determine the need for new selection procedures for entry level and promotional positions; approve qualifications, job postings, components and weights of tests, job analysis procedures, and test materials, as well as test scheduling and physical arrangements.
- Review and evaluate test statistics and eligible lists prior to submission to the FPC; ensure all testing activities are validated, developed, and administered according to professional and legal standards (e.g., Standards for Educational and Psychological Testing, Principles for the Validation and Use of Personnel Selection Procedures and the Uniform Guidelines on Employee Selection Procedures).
- Direct and evaluate the work of consultants and ensure the security and confidentiality of test materials.

Research, Reporting, and Complaint Response/Resolution

- Serve as the testing subject matter expert for the FPC; prepare research reports and recommendations on employee selection and related human resources issues as requested by the Executive Director, FPC, Office of the City Attorney, public officials and other agencies; and respond to complaints or legal action regarding selection processes.
- Present selection-related updates and items for approval before the FPC Board; represent the FPC Testing Section before Common Council committees.

Background Investigation and Pre-Employment Testing

- Develop and oversee the administration of the background investigation and appeals process, pursuant to Fire and Police Commission Rules and professional and legal standards.
- Oversee the work of professionals contracted to perform pre-employment testing, including drug screening, medical, and psychological testing.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- Must be willing to work an extended schedule for successive days (i.e., 10-12 hour work days) on occasion as well as evenings and weekends to meet departmental needs.
- Based upon each department's response to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Master's degree in industrial/organizational psychology, educational psychology, human resources management, public administration or a closely related field from an accredited college or university. Education must have included coursework in assessment and statistics.
2. Three years of progressively responsible experience in the development, administration, and validation of personal selection procedures, including application of related principles, practices, techniques and legal considerations.
3. Valid driver's license and availability of a properly-insured vehicle at 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

- Experience with personnel selection for public safety positions.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge

- Knowledge of job analysis methods and related research; ability to conduct and interpret job analysis studies.
- Knowledge of professional testing standards and federal regulations related to personnel selection standards.
- Knowledge of measurement theory and practice.
- Knowledge of selection test validation methods and skill in developing valid, reliable selection processes.
- Knowledge of test security issues.
- Ability to learn fire and police operations and apply proper selection methodologies to hiring practices.
- Knowledge of mathematics and statistics; ability to apply statistics to practical situations.
- Knowledge of the principles and best practices of human resources management.
- Skill in conducting quantitative and technical research.
- Ability to understand, analyze and interpret data derived from employment tests.
- Ability to read, analyze, and interpret work-related documents such as laws and regulations, academic papers, scientific and technical journals, and budgetary documents.
- Ability to master the complexities of public safety personnel selection and to serve as a subject matter expert in support of testing decisions.
- Knowledge of the capabilities of information technology, along with proficiency using standard software (word processing, spreadsheet, database, and presentation programs) and job-specific applications (human resources, applicant tracking, and statistical software).
- Ability to direct the development and execution of comprehensive, creative, and successful recruitment plans and strategies.
- Ability to remain informed regarding developments in the fields of selection and human resources management.

Communication and Interpersonal Skills

- Written communication skills, including skill in writing correspondence, policies, reports, and other documents.
- Oral communication skills, including the ability to speak clearly and concisely and explain technical concepts to non-technical audiences.
- Skill in effectively preparing and delivering presentations and testimony before groups such as senior management, elected officials, boards, and commissions in legal and quasi-judicial proceedings.
- Customer focus and effective listening skills and dedication to exceptional service delivery.
- Ability to satisfactorily respond to inquiries or escalated complaints from applicants, other City departments, and the public.
- Skill in being assertive, yet diplomatic; ability to resolve sensitive inquiries and complaints.
- Appreciation for and commitment to diversity as well as exemplary cultural sensitivity.
- Ability to function effectively in a team environment and to maintain harmonious co-worker relationships.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.

Leadership Ability and Supervisory Skills

- Ability to provide operational oversight and expert advice for a staff of testing and recruiting professionals.
- Ability to manage the continual planning and execution of multiple, concurrent, large-scale recruiting, testing, and hiring cycles.
- Ability to set high standards of performance; make assignments and delegate tasks; direct work; measure and evaluate work outcomes; and hire, train, develop, and discipline staff as necessary.
- Ability to apply expertise in a fair and objective manner to manage projects, solve problems and make decisions.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

Judgment/Organization/Analytical Skills

- Ability to employ a systematic approach to work, to adjust to changing priorities and to handle multiple assignments in a timely manner.
- Ability to use sound judgment to analyze and solve complex problems and make sound decisions.
- Ability to perform well under pressure.
- Ability to apply expertise in a fair manner.
- Ability to protect the confidentiality of examination and candidate information.
- Ability to be flexible and adjust to changing circumstances.

CURRENT SALARY

The current salary range (Pay Range 1IX) is \$73,627-\$103,077 annually, and the resident incentive salary for City of Milwaukee residents is \$75,478-\$105,669. *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 **Wednesday, January 13, 2021**. 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 www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.

- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 101

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