

HUMAN RESOURCES ANALYST

Recruitment #1910-4195-001

List Type	Original
Requesting Department	DEPT OF EMPLOYEE RELATIONS
Open Date	10/14/2019 12:10:00 PM
Filing Deadline	11/4/2019 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.

Human Resources Analyst

Department of Employee Relations-Compensation Services

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

PURPOSE

Under the direction of the Human Resources Manager, the Human Resources Analyst provides a full range of professional personnel services to City departments, employees, and the public in meeting all facets of City departments' human resources needs. The primary focus of this position is the classification and compensation of City of Milwaukee positions.

ESSENTIAL FUNCTIONS

Research

- Study new and existing jobs for proper classification and rate of pay.

- Perform market pay studies for job classifications.
- Job shadow current City employees to gather information about a position's duties.
- Study job descriptions of internal and external positions to learn more about their responsibilities and minimum requirements for the purpose of determining comparability.

Analytics

- Compare and contrast positions under study to other current City of Milwaukee positions as well as external positions.
- Make decisions about a position's title, pay range, effective date, etc.
- Determine methods to make pay practices more effective through job classification studies.

Written Communication

- Prepare logical, well-researched, and substantiated recommendation reports for the City Service Commission, Fire and Police Commission, and the Finance and Personnel Committee.
- Write special recruitment rate letters, cover letters, and other business memos related to Compensation processes.

Oral Communication

- Keep in constant contact with department heads, human resources representatives, budget analysts, and others in regards to classification studies.
- Answer questions about pending and completed studies, and meet with department representatives to audit/discuss positions.
- Present reports to Common Council staff and the City Service Commission.

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

- Occasional early morning, evening and weekend work may be required to meet with departmental representatives related to job evaluation studies or appear before committees.

- At times, when studying positions, work may take place in settings with variable environmental conditions, such as City field buildings, streets or water plants.
- Position requires occasional lifting and moving of objects weighing up to 10 pounds.

MINIMUM REQUIREMENTS

1. Bachelor's degree in human resources management, industrial relations, education, psychology, business administration, finance, management, public administration, or a related field from an accredited college or university.
2. 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.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- General knowledge of the principles and practices of human resources administration.
- Ability to prepare well-researched, data-supported logical arguments in support of classification and pay recommendations.
- Ability to perform accurate data entry and mathematical calculations relating to pay and budget.
- Specific knowledge of public sector compensation and classification.
- Ability to conduct in-depth analysis using traditional and advanced methods.
- Skill in conducting statistical and technical research.
- Ability to read, understand, interpret and apply job-related material such as laws, civil service rules, and policies.
- Knowledge of mathematics and the ability to understand, interpret, and calculate complex formulas.
- Knowledge of all grammatical and punctuation conventions.
- Oral communication skills to be able to appear before committees to present reports and work with representatives from other jurisdictions regarding salary studies.

- Written communication skills to prepare recommendation reports that are thorough, clear, well-crafted, and error-free.
- Ability to express oneself clearly in conversations and interactions with others.
- Ability to demonstrate concern for satisfying external and/or internal customers.
- Ability to exercise tact and diplomacy.
- Ability to learn and effectively utilize the applicant tracking and employee data systems such as PeopleSoft Human Capital Management (HCM) and Financial Management Information Systems (FMIS) in order to produce reports and to retrieve data. Proficient using standard computer programs such as Microsoft Word, Excel, and PowerPoint.
- Ability to gain others' support for ideas, proposals, projects, and solutions.
- Skill in identifying information needed to clarify a situation, seeking the information from appropriate sources, and using skillful questioning to draw out the information when others are reluctant to disclose it.
- Ability to set challenging goals, focus effort on the goals, and meet or exceed them.
- Ability to foster teamwork and desire to work cooperatively with others on a team.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to approach a problem by using a logical, systematic, and sequential approach.
- Ability to use sound judgment when making decisions.
- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Ability to remain professional at all times.
- Honesty and integrity.

CURRENT SALARY

The current salary range (2DN) for City of Milwaukee is \$42,500-\$59,498 annually and the resident incentive salary for City of Milwaukee residents is \$43,775-\$61,283. *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/Benefits2019>.

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 **Monday, November 4, 2019**. 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.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202