

HUMAN RESOURCES COMPLIANCE OFFICER

Recruitment #1807-5311-001

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| List Type | Original |
| Requesting Department | DEPT OF EMPLOYEE RELATIONS |
| Open Date | 8/21/2018 4:30:00 PM |
| Filing Deadline | 9/11/2018 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.

PURPOSE

Under the direction of the Employee Relations Director, the Human Resources Compliance Officer is responsible for providing guidance to City managers and staff relative to their rights, roles and responsibilities in the areas of Equal Employment Opportunity (EEO), disability accommodation requests, Family Medical Leave Act (FMLA), labor management disputes and related human resources policies. The Human Resources Compliance Officer conducts employee complaint investigations; serves as the City's Americans with Disabilities (ADAAA) Coordinator; manages the City's Accrued Time-Off Donor Program; and reviews, recommends and updates citywide policies to ensure compliance with local ordinances and state and federal laws.

ESSENTIAL FUNCTIONS

- Conduct complex employee complaint investigations and prepare complaint investigation reports including recommendations for corrective action when violations of City policies or departmental work rules occur.

- Investigate disability claims lodged by City employees including determining if disability is covered under state or federal law, determining if accommodation requests are reasonable under state or federal law, advising departments on effective means of compliance with requests.
- Coordinate the administration of FMLA for the City of Milwaukee, including development and administration of the city-wide policy, guidelines and procedures in conjunction with the City Attorney's office.
- Coordinate the City of Milwaukee Accrued Time-Off Donor Program; serve as contact person for program; receive and process medical applications for program; receive and process Statement of Intent for donated hours; maintain program files.
- Work proactively and impartially with management and/or employees to resolve labor/management and interpersonal conflicts, disputes, and other types of misunderstandings expeditiously and informally.
- Advise City management and/or employees on their roles, rights and responsibilities under the citywide policies regarding anti-harassment and anti-discrimination, workplace violence prevention and ADA/AA policies.
- Monitor federal and state employment regulations, research and assess effects of new laws, changes and updates to existing laws on existing city policies, and recommend applicable changes in existing policies/procedures or new policies to Employee Relations Director.
- Monitor and review all disciplinary action notices and follow up with departmental representatives as necessary.
- Respond to Unemployment Compensation claims.
- Review pre-employment background investigations and decisions.
- Prepare statistical reports for management and elected officials and makes recommendations for action.
- Prepare biennial EEO-4 report and submit to the US Equal Employment Opportunity Commission.
- Prepare training materials and facilitate training seminars for managers and supervisors on compliance related functions.

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 human resources, public administration, business administration, social science, or a closely related field from an accredited college or university.

2. Five years of professional experience performing duties related to the essential functions of the position described above.

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 in in human resources, public administration, business administration, social science, or a closely related field from an accredited college or university.
- Graduate level coursework or training in statistics.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of federal, state and local anti-discrimination (e.g. harassment, retaliation, disability, workplace violence) employment laws, statutes, ordinances, and policies and their applicability in all areas of local government.
- Knowledge of labor and management relations, due process and just cause standard, Rules of City Service Commission, the state and federal Family and Medical Leave Act (FMLA).
- Ability to conduct impartial investigations and make fact based decisions.
- Ability to discuss sensitive or confidential topics with subordinates, superiors and business partners.
- Ability to read, understand, interpret and apply job-related material such as laws, civil service rules, and policies.
- Proficient using standard computer programs such as Microsoft Word, Excel and PowerPoint.
- Written communication skills and the ability to draft and edit proposals and correspondence.
- Oral communication skills to be able to make effective public presentations.
- Ability to interact and communicate effectively with all levels of management and employees.
- Ability to plan and organize work, adjust to changing priorities, and achieve objectives within deadlines.

- Critical thinking skills: analytical and problem-solving skills; decision-making skills and sound judgment.
- Ability to learn and effectively utilize the applicant tracking and employee data systems such as PeopleSoft, Human Capital Management (HCM) and FMIS in order to produce reports and to retrieve data.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to work effectively both independently and as part of a team.
- Ability to calm others in stressful situations.
- Ability to remain professional at all times.
- Honesty and integrity.

CURRENT SALARY

The current salary range (Pay Range 2JX) for City of Milwaukee residents is \$62,338-\$87,270 annually, and the non-resident salary range is \$60,808-\$85,129. *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, September 11, 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.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 208

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