

# HUMAN RESOURCES OFFICER

## Recruitment #2107-4987-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH-ADMINISTRATION
<b>Open Date</b>	7/21/2021 10:55:00 AM
<b>Filing Deadline</b>	8/11/2021 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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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 Commissioner of Health, the Human Resources Officer provides leadership in the development and delivery of comprehensive human resources programs and processes, such as talent acquisition and retention, performance management, employee relations, professional development, coaching, change and organizational design initiatives. As part of the leadership team, the Human Resources Officer advises the Commissioner of Health and other senior-level managers on Human Resource matters.



### ESSENTIAL FUNCTIONS

#### Management and Administration

- Partner with the leadership team in anticipating complex business issues, identifying emerging resource needs, and aligning and managing HR programs and support to achieve business objectives.
- Act as a trusted adviser to the leadership team; build relationships and recommend strategic HR solutions to improve critical business outcomes.
- Deliver talent solutions to drive business success, including talent planning, performance management, policy development, payroll oversight, employee engagement, change management, diversity and inclusion, and organizational development.

- Ensure compliance with state and federal employment laws governing employment, as well as with City ordinances and Civil Service Rules, through the oversight and administration of programs, policies, work rules and procedures.
- Administer performance reviews and compensation programs to ensure effectiveness, compliance, and equity within the organization.
- Assess employee learning and development needs and deliver effective programming.
- Serve as the MHD liaison to the Department of Employee Relations, the City Attorney's Office, and the Labor Relations Division.
- Oversee the administration of sick leave policies and Family Medical Leave Act (FMLA).
- Provide guidance and direction to managers regarding employee performance, implementation of performance improvement plans and disciplinary matters.
- Perform and manage of employment investigations.
- Represent the MHD at administrative hearing, including the City Service Commission, the Finance and Personnel Committee, the Equal Employment Opportunity Commission (EEOC) and the Department of Workforce Development.
- Serve as the Department's Diversity, Equal Employment Opportunity, Americans with Disabilities Amendments Act (ADAAA), and HR Compliance Officer.

#### **Staff Oversight**

- Manage a team of employees, including a Human Resources Representative, HR Analyst Senior, Personnel Payroll Assistant III, and a Program Assistant II.

*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.*

### **MINIMUM REQUIREMENTS**

1. Bachelor's Degree in human resources, industrial psychology, public administration or a closely related field from an accredited college or university.
2. Five years of progressively responsible, professional-level experience in the field of human resource.
3. Valid driver's license and use of a properly insured automobile\* for use on the job at time of appointment and throughout employment. (\*Automobile allowance is provided.)

*Equivalent combinations of education and experience may be considered.*

*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.*

### **DESIRABLE QUALIFICATIONS**

- Master's degree in industrial and organizational psychology, psychology, human resources management, business administration, public administration, or a closely related field from an accredited college or university.
- Experience in public sector human resource management.

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

#### **Technical**

- Knowledge of human resource practices, including recruitment, onboarding, FMLA/ADAAA, employee relations, training and employee development, succession planning, and performance management.
- Knowledge of the laws, rules, and regulations governing the practices and procedures of human resources.
- Ability to advise and counsel managers and employees on human resources matters.

- Ability to learn and effectively utilize the applicant tracking and employee data systems such as PeopleSoft, Human Capital Management (HCM) to produce reports and to retrieve data.
- Proficient using standard computer programs such as Microsoft Word, Excel and PowerPoint.
- Ability to read, understand, interpret and apply job-related material such as laws, civil service rules, and policies.

#### **Communication/Interpersonal Skills**

- Strong written communication skills to develop business correspondence, document investigations and create reports.
- Strong verbal communication skills to respond to questions received from employees, managers and administration and to present before committees and groups.
- Exceptional interpersonal skills to effectively develop and maintain working relationships with employees, co-workers and management.
- Ability to effectively handle sensitive inquiries and complaints.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to foster teamwork and desire to work cooperatively with others on a team.

#### **Judgement/Organization/Analytical Skills**

- Skill in identifying complex human resources issues and reviewing related information in order to develop and evaluate options and implement solutions.
- Ability to perform well under pressure and handle very sensitive or difficult inquiries and complaints.
- Ability to have difficult conversations with staff while conducting personnel investigations or other HR related functions.
- Ability to remain professional at all times.
- Ability to plan and organize work, adjust to changing priorities, and achieve objectives within deadlines.
- Honesty, integrity, and the ability to maintain confidentiality.
- Commitment to professional development and staying abreast of best practices in human resources management.

### **CURRENT SALARY**

THE CURRENT SALARY RANGE (Pay Range 1FX) is **\$62,338-\$87,270** annually, and the resident incentive salary range for City of Milwaukee residents is **\$64,209-\$89,889** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

Benefits:

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 and the Milwaukee Health Department reserve 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, August 11, 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.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- 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

EEO = 206

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