

HUMAN RESOURCES ADMINISTRATOR

Recruitment #1612-5307-002

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	12/16/2016 5:00:00 PM
Filing Deadline	1/17/2017 11:59:00 PM
HR Analyst	Lindsey O'Connor

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 Milwaukee Police Department is seeking an experienced senior human resources leader who can thrive in a collaborative, ever-changing environment, has a track record for setting strategic direction and building cohesive teams and can serve as a proactive advisor to leadership in support of MPD's vision and core values.

PURPOSE

Leading the Human Resources Division, the Human Resources Administrator will develop internal teams, provide human resources direction to command staff and create and administer human resources policies, strategies and organizational development initiatives.

ESSENTIAL FUNCTIONS

- Provide leadership, vision and direction for all human resources activities within the MPD, including hiring, compliance, disciplinary action, labor relations, medical leave and administration, backgrounds, payroll administration, employee investigations, equal employment opportunity and training and development.
- Conduct regular briefings of MPD command staff and provide direction on personnel and labor relations matters.
- Ensure that departmental policies and procedures are in compliance with all applicable federal and state regulations, the Milwaukee Code and City Charter, the Rules of the Fire and Police Commission, Law Enforcement Standards Board requirements and provisions of labor contracts with the Milwaukee Police Association and Milwaukee Police Supervisor's Organization.
- Serve as the MPD's liaison to the City of Milwaukee Department of Employee Relations, the City Attorney's Office, the Fire and Police Commission, the Employee Retirement System, employee groups and certified labor bargaining units. Represent the Chief

Human Resources Administration (MPD)

and/or MPD in personnel matters involving the Fire and Police Commission and Common Council Committees

- Supervise human resources, payroll, backgrounds and health and safety staff, including workload distribution, quality control, evaluation, hiring and training and development.
- Serve as the departmental liaison with the City's bargaining team; prepare and provide information to help formulate bargaining strategy; testify as needed.

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

- Bachelor's Degree with a major in human resources, labor relations, business administration, public administration, management or a closely related field.
- Five years of progressively responsible experience in the field of human resources management, including at least one year serving in a leadership capacity overseeing related policy development and implementation, providing strategic direction and/or supervising a human resources staff.
- Valid driver's license at time of appointment and throughout employment.

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

- Experience in public sector human resources.
- Master's degree preferred.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of management principles related to strategic planning, resource allocation, human resources modeling, leadership and coordination of people and resources.
- Skill in judgment and decision making in order to consider relative costs and benefits of available options and to choose the most appropriate one.

- Ability to advise and counsel command staff (executive), sworn and civilian managers and employees on human resources topics.
- Skill in identifying complex problems and reviewing related information in order to develop and evaluate options and implement solutions.
- Ability to discuss sensitive or confidential topics with subordinates, superiors and business partners.
- Skill in motivating and developing team members and in identifying the best use of departmental resources.
- Ability to negotiate with different groups concerning organizational topics.
- Knowledge of the laws, rules, and regulations governing the practices and procedures of human resources.
- Ability to interpret and apply legal codes, precedents, governmental regulations, executive orders and agency rules.
- Ability to interpret labor (union) contracts and to develop methods to implement contract terms.
- Skill in managing timeframes and schedules to meet competing deadlines.
- Ability to track, analyze, interpret and communicate data relevant to operations of the MPD.
- Knowledge of standard practices for establishing due process and just cause.
- Expert level knowledge in public sector human resources management.
- Professionalism, initiation, honesty, integrity and the ability to maintain confidentiality.

CURRENT SALARY

The starting salary (PG 1HX) for City of Milwaukee residents is \$70,827 (non-residents is \$69,090) to \$99,154 (non-residents is \$96,722). Appointment up to \$87,824 for residents or \$85,669 for non-residents may be considered, based upon employment and compensation history and subject to approval.

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 Police 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 **Friday, January 13, 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.