

# HUMAN RESOURCES OFFICER

Recruitment #1609-4987-001

**List Type** Original

**Requesting Department** DCD - MGMT & SPECIAL PROJECTS

**Open Date** 10/11/2016 6:15:00 PM

**Filing Deadline** 11/4/2016 11:59:00 PM

**HR Analyst** Marti Cargile

## 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 mission of the Department of City Development (DCD) is to improve the quality of life in Milwaukee by guiding and promoting development that creates jobs, builds wealth and strengthens the urban environment, and at the same time respects equity, economy, and ecology.*

## PURPOSE

*Are you an experienced human resources professional who is ready to take on a new challenge? Are you at your best working in a busy public sector environment, handling multi-faceted projects, and putting your knowledge and experience to work independently performing various human resources functions? Then this may be the opportunity you are seeking!*

Under the direction of the Finance and Administration Manager, the Human Resources Officer fills an essential role for the administration and operation of the department, serving as the personnel director/human resources manager for the Department of City Development (DCD) and the Redevelopment Authority of the City of Milwaukee (RACM). The Human Resources Officer is responsible for department payroll, personnel actions, the wellness initiative, and the City's Earn & Learn Summer Youth Internship Program.

## ESSENTIAL FUNCTIONS

***Human Resource Management and Administration:***

## ***Human Resources Officer (DCD-Mgmt & Special Projects)***

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- Administer staffing and recruitment as well as training and development for DCD and RACM, including coordinating and reviewing medical screening and criminal background checks, reviewing and approving applications for employment or promotion, and managing the onboarding of new employees, including parking, equipment, mileage, and insurance.
- Process personnel transactions in accordance with state and federal laws, civil service rules, and Board policies.
- Administer Family and Medical Leave Act (FMLA) and other leaves of absence.
- Provide guidance and counsel to supervisors regarding performance reviews, work rules, policies, and procedures.
- Work with employees and supervisors to address and solve problems or complaints.
- Perform job analysis and research on classified positions as needed.
- Respond to Unemployment Compensation or Worker's Compensation claims.
- Provide testimony at hearings on behalf of the department/Board.
- Represent the department at City Service Commissions, Council committees, and Board meetings.
- Perform disciplinary actions for DCD and RACM staff, including City-Housing Authority personnel, and handle grievances involving disciplinary actions.
- Process employee separations, including resignations, layoffs, transfers, and retirements.
- Write, modify, and distribute DCD, RACM, and Housing Authority of the City of Milwaukee (HACM)-City employee handbooks, including updating policies or procedures as needed.

### ***Payroll Management:***

- Provide guidance, direction, and oversight for DCD/RACM payroll functions, including maintenance of personnel payroll transactions, mileage, dollars, hours, and time owed and allowed adjustments.
- Oversee salary increases and vacation and sick leave accruals.
- Supervise payroll staff: set performance standards, assign duties, provide guidance and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Administer Sick Leave Control and Incentive (SLCIP) programs.
- Oversee the tuition reimbursement program.
- Coordinate the Open Enrollment process as well as the City's Combined Giving and United Performing Arts Fund (UPAF) campaigns.

### ***Earn & Learn Summer Youth Internship Program:***

- Manage all aspects of Earn & Learn, Milwaukee's Summer Youth Employment Initiative, including designing the program, developing the budget and approving expenditures, managing contracts with the lead employer partner, supervising and training assigned

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staff, identifying youth placement opportunities, and building and maintaining partnerships with public and private employers, non-profits, schools and universities, churches, and community-based organizations.

### ***Wellness:***

- Serve as the DCD and RACM representative on the City's Wellness Committee and chair of the internal DCD/RACM Wellness Committee.
- Provide guidance and direction on the Wellness Your Choice Milwaukee Program.

*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 management, business administration, management, public administration, or a closely related field from an accredited college or university.
2. Five years of progressively responsible human resources management experience performing duties related to this position.
3. Valid Wisconsin Driver's License and availability of a personal vehicle for use on the job (mileage reimbursement provided) 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.*

## **DESIRABLE QUALIFICATIONS**

- Master's degree in human resources management, labor relations, or a closely related field.
- Experience with youth employment initiatives.
- Supervisory experience.

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

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- Knowledge of the principles and practices of human resources administration, including recruitment and staffing, organizational development and training, employee relations, equal employment opportunity, employee safety and wellness, and youth employment.
- Knowledge of and ability to interpret and apply federal and state employment laws as well as basic familiarity with civil service systems.
- Ability to read and understand complex documents such as laws, policies, and technical publications.
- Oral communication skills and ability to present effectively before groups large and small.
- Written communication skills, including the ability to prepare correspondence, notes, and reports.
- Knowledge of mathematics and statistics and the ability to make accurate calculations to ably execute various functions such as payroll and salary administration, budgeting, and reporting.
- Skill in conducting statistical and technical research to aid in problem-solving as well as to give support to employee handbooks, policies, procedures, and reports.
- Interpersonal and consulting skills: cultural awareness and ability to build rapport with City managers and elected officials, fellow staff and direct reports, applicants, community partners, and other outside parties.
- Dedication to exceptional service delivery; ability to perform well under pressure and handle very sensitive or difficult inquiries and complaints.
- Supervisory and training skills: ability to assign duties, set performance standards, provide guidance and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Critical thinking skills: analytical and problem-solving skills; decision-making skills and sound judgment.
- Ability to plan and organize work, adjust to changing priorities, and achieve objectives within deadlines.
- Proficiency using enterprise human resources management and payroll software such as Oracle/PeopleSoft Human Resources Management System (HRMS) and time management software.
- Proficiency using standard computer applications such as word processing, spreadsheet, presentation, database, and the Internet.
- 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 STARTING SALARY (PAY RANGE 1FX)** for City of Milwaukee residents is **\$62,338** annually, and the non-resident starting salary is \$60,809. *Appointment above the minimum requires approval and will be based on qualifications and experience.*

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*The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.*

### **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 Department of City Development 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, November 4, 2016**. 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.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.