

MANAGEMENT TRAINEE

Recruitment #2101-4357-001

List Type	Original
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Open Date 1/29/2021 12:25:00 PM

Filing Deadline	2/19/2021 11:59:00 PM
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HR Analyst Deidre Steward

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INTRODUCTION

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.

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 divisional directors, the Management Trainee provides support to the Staffing Services Section, Compensation Services and Compliance Division.

The successful candidate will be placed in an appointment that will last up to 12 months.

While appointments to Management Trainee are limited to up to one year, transfer/promotional opportunities to positions within the City of Milwaukee agencies may be available upon completion of the trainee period.

ESSENTIAL FUNCTIONS

Staffing Services

- Assist in developing and implementing recruitment plans, including the use of social media.
- Prepare and administer job analyses.

- Review applications, track vacancies, maintain files, develop test and selection processes, administer examinations, review and evaluate tests, monitor quality metrics, and conduct workforce planning.

Compensation Services

- Study new and existing jobs for proper classification.
- Perform market pay studies for job classifications.
- Assist customer departments in implementing the compensation impacts of classifications, reorganizations and job restructuring.
- Research and recommend rule changes, policies, guidelines and procedures as related to the CSC and Salary Ordinance.

Compliance Division

- Assist with all compliance matters, including equity and inclusion, compliance, employee relations, and unemployment insurance coordination.
- Assist the HR Compliance Officer in addressing matters related to employment laws, statutes, ordinances, and policies.
- Assist the HR Compliance Officer in complex employee complaint investigations.

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.

CONDITIONS OF EMPLOYMENT

Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently, continuously. Night and/or weekends may be assigned depending on the workload and data collection.

MINIMUM REQUIREMENTS

1. Bachelor's degree in public administration, business administration, human resources or a related field from an accredited college or university within the past two years (at time of application).

Note 1: Students in their final year of college (at time of application) may participate in the selection process, but are not eligible for appointment until degree completion.

Note 2: 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. 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.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge

- Knowledge of goal setting techniques to aid in meeting established timelines.
- Knowledge of basic computer software applications to facilitate work processes (e.g. word processing, spreadsheet, and presentation software).
- Ability to learn and become skilled at using enterprise human resources and applicant tracking software.
- Knowledge of basic mathematical and statistical principles needed to complete job tasks.
- Skill in reading and interpreting a variety of written materials that are used in human resources.
- Ability to make objective decisions by assessing the facts, risks and rewards, goals, and outcomes in order to accomplish organization objectives.
- Ability to review and analyze data related to recruitment and staffing and apply the results to reach accurate conclusions.

Time Management

- Ability to plan and organize work to achieve goals.
- Ability to use good time management techniques to complete duties in a timely manner.
- Ability to maintain quality of work through careful attention to detail.
- Flexibility to perform various essential tasks ranging from customer-facing encounters to internal file maintenance.

Communication and Interpersonal Skills

- Skill in all aspects of customer service to build and maintain customer satisfaction.
- Ability to present information in a clear and concise manner orally and in writing to accurately express facts, data, and statistics.
- Ability to approach problems in a logical manner and develop and implement solutions and evaluate outcomes.
- Ability to establish and maintain positive relations with supervisors, co-workers, and the public in order to meet organizational goals and objectives.

- Cultural awareness and sensitivity; ability to work cooperatively, effectively, and fairly with co-workers and citizens whose backgrounds may differ from one's own.
- Professionalism, honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

The current salary (PG 2EX) is \$48,670 and the resident incentive salary range for City of Milwaukee residents is \$50,130.

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 pain
- 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>.

Note: Management Trainees are not eligible to participate in the employees' retirement system.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral exams, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision.

INITIAL FLING DATE- The examination will be held as soon as practical after **Friday, February 19, 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

APPLICATION and further information may be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- 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

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Appointment to a Management Trainee assignment is limited to one year of service. The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

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