

## PERSONNEL OFFICER

Recruitment #2104-4033-001

<b>List Type</b>	Original
<b>Requesting Department</b>	CITY ATTORNEY
<b>Open Date</b>	4/26/2021 08:20:00 AM
<b>Filing Deadline</b>	5/17/2021 11:59:00 PM
<b>HR Analyst</b>	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.*

*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

The Personnel Officer performs a wide range of human resources and employee relations functions, including performing Family and Medical Leave Act (FMLA) administration, hiring, discipline, recruitment, training and development, and succession planning as well as serving as the department's liaison to the Department of Employee Relations (DER) on matters relating to employment. This position also provides support to the Chief of Staff as it relates to office security, administrative functions and office support staff.

### ESSENTIAL FUNCTIONS

**Human Resources Management and Administration**

- Play a leading role in departmental staffing functions and activities, including job analysis, recruitment, interviewing, selection, background investigations, pre-placement and placement, and employee onboarding.
- Oversee the implementation and administration of state and federal FMLA, including tracking and approving staff FMLA usage based on guidelines and keeping current with related policies and procedures.
- Prepare and update job descriptions to ensure competencies are identified and comply with ADA/AA requirements.
- Provide guidance and support to City Attorney's Office managers and staff with a focus on human resources policies, strategies, and organizational development initiatives in support of the vision and core values of the City Attorney's Office.
- Stay abreast of human resources trends affecting the City Attorney's Office, and formulate, implement, and maintain sound and effective human resources policies and best practices.
- Develop and administer human resource policies, strategies, and organizational development initiatives.
- Liaise with DER on matters relating to employment, including Civil Service Commission (CSC) rules, grievance administration, and safety, discipline, employment discrimination, and leave administration policies.
- Liaise with the Department of Public Works (DPW), Employees' Retirement System (ERS), and the Office of the Comptroller on matters related to department maintenance, facilities, and security, employee retirement benefits, payroll, and time and attendance information systems.
- Represent the City Attorney's Office at administrative and personnel hearings before the CSC and the Finance and Personnel Committee.
- Identify legal requirements and government reporting regulations affecting human resources functions, and ensure departmental policies and procedures comply with applicable federal and state regulations and statutes.
- Handle personnel matters, including fielding questions, counseling employees, addressing work-related problems, resolving conflicts, and recommending courses of action.
- Process personnel transactions in accordance with state and federal laws, CSC rules, and City policies.

### **Policy Administration and Compliance**

- Provide support to the management team and supervisors in the administration of performance reviews to ensure effectiveness, compliance, and equity within the organization.

- Provide support and guidance to supervisors regarding work rules, policies, and procedures.
- With general guidance from the Chief of Staff, conduct disciplinary actions for City Attorney staff and handle grievances involving disciplinary actions; manage employment investigations stemming from allegations of discrimination or harassment; and write, modify and implement the City Attorney Employee Handbook, including updates of policies and procedures.
- Develop, maintain, and administer the compensation program to ensure compliance and equity.
- Respond to inquiries regarding policies, procedures, and interpretation of City employment ordinances and employment laws.

### **Payroll Management**

- Provide guidance, direction, and oversight to departmental payroll staff, including maintenance of personnel payroll transactions, mileage, and payroll adjustments.
- Provide support to the City Attorney payroll clerk to help ensure accurate maintenance of personnel payroll transactions, dollars, hours, and time owed and allowed adjustments.
- Administer appropriate leave balance payments for separating employees, including retirements.
- Administer the Sick Leave Control Incentive program.
- Process employee separations, including resignations, layoffs, transfers, and retirements.
- Participate in the development of the annual departmental operating budget, particularly related to staffing, facilities, and office management.
- Serve as the City Attorney's Office Training Coordinator; review and approve training requests.
- Manage and maintain all department personnel records and transactions.
- With general guidance from the Chief of Staff, liaise with the Office of the Comptroller on issues related to payroll, time and attendance, and applicable software programs.

### **Staff and Office Management**

- Serve as trusted business partner to management team.
- Attend management team meetings as requested.
- Support the Chief of Staff with the management of administrative support staff, including professional, paraprofessional, and clerical employees.

- Serve as backup to the Business Finance Manager and assist on budgetary matters.
- Assist the Chief of Staff in overseeing departmental space and procurement needs.
- Serve as the department's Record Coordinator and liaison to the City Records Office.

*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. Three years of professional-level experience in the field of human resources management, including interpreting and applying laws related to selection, compensation, equal employment opportunity, and various types of leave.

*Equivalent combinations of education and experience may 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 or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Applications without transcripts attached will be considered incomplete and may 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.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of human resource practices, including hiring, onboarding, FMLA procedures, succession planning, and recruitment and discipline procedures.
- Knowledge of the laws, rules, and regulations governing the practices and procedures of human resources; ability to provide current advice on human resources topics.

- Ability to interpret City ordinances and rules regarding employment, including the CSC rules and the Salary and Positions ordinances.
- Ability to use standard and enterprise computer applications such as the Microsoft Office suite, databases, Peoplesoft Human Capital Management (HCM), and time entry systems.
- Commitment to professional development and staying abreast of best practices in human resources management.

### **Leadership and Management**

- Ability to have difficult conversations with staff while conducting personnel investigations.
- Ability to perform well under pressure and handle sensitive or difficult inquiries and complaints.
- Ability to effectively and positively represent the City Attorney's Office before committees and the public.
- Ability to handle staffing and performance issues, including the implementation of performance improvement plans and discipline.
- Ability to develop and maintain departmental standard operating procedures.

### **Critical Thinking and Planning**

- Skill in identifying complex human resources issues and reviewing related information in order to develop and evaluation options and implement solutions.
- Ability to employ innovative approaches to meeting and resolving critical issues.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.
- Forward thinking with sound business judgment to operate in a dynamic environment of rapid change.
- Analytical, problem-solving, and decision-making skills.
- Ability to maintain confidentiality of restricted information.
- Ability to represent the department with professionalism, honesty, and integrity.
- Highly motivated and self-directed.

### **Communication and Interpersonal**

- Written communication skills to develop business correspondence, document investigations, create reports, and draft and edit policies and procedures.

- Interpersonal and customer service skills to effectively develop and maintain working relationships with employees, co-workers, and management.
- Verbal communication skills to respond to questions from employees, managers, and administrators and to present before committees and groups.
- Ability to use tact and diplomacy when interacting with the public, elected officials, and City employees.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose backgrounds may differ from one's own.

## CURRENT SALARY

The current salary range (1DX) is \$54,865 - \$76,806 annually, and the resident incentive salary range for City of Milwaukee residents is \$56,511 - \$79,110 annually. Appointment above the minimum may be 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
- Voluntary Vision 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: 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, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE** - The examination will be held as soon as practical after the deadline listed above. 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.jobaps.com/MIL](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

### CONCLUSION

EEO = 102

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