

PROGRAM ASSISTANT II

Human Resources & Payroll Services
Recruitment #1903-0489DC-001

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	3/7/2019 11:00:00 AM
Filing Deadline	3/29/2019 11:59:00 PM
HR Analyst	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 eligible list created by this selection process may be used to fill additional Program Assistant II positions within other City departments.

PURPOSE

Under the direction of the Human Resources Officer, the Program Assistant II provides administrative and project support to the Human Resources team within the Milwaukee Health Department including talent acquisition, records management and reporting, employee safety, employee relations, talent retention, and professional development for employees and leaders.

ESSENTIAL FUNCTIONS

Administrative and Human Resource Support

- Conduct computer research and data collection.
- Provide, run and/or design reports.
- Schedule meetings and interviews.
- Provide assistance in the coordination of departmental interviews by scheduling candidates, formatting, proofreading and copying all materials

related to the interviews, preparing folders for interviewers, and assist with selection follow-up.

- Participate in MHD recruitment activities/events.
- Assist with various human resource projects such as coordinating communications and tracking for the annual employee Tuberculosis (TB) testing, Respiratory Fit testing and Proof of Immunity project.
- Provide customer service and answer basic employee questions.
- Coordinate training for the Health Department, which includes room scheduling and logistics, registering employees for sessions, and tracking and reporting employee attendance.
- While reporting to the MHD-HR team, collaborate with the central HR function of the City (Department of Employee Relations) to achieve results.

Records Management, Audits and Payroll

- In accordance with the City's records retention schedule, create and maintain filing systems (electronic and physical) for the MHD human resources, ensuring confidentiality of related materials.
- Manage confidential records, including interview files, personnel files, investigatory records, and training attendance records.
- Serve as central point of contact with respect to MHD human resources record requests.
- Manage annual audit of MHD employee Tuberculosis (TB) and Respiratory Fit testing programs including tracking employee compliance, providing following-up with management and performing ongoing monitoring.
- Serve as the primary back-up for payroll processing.

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.

CONDITIONS OF EMPLOYMENT

- Adjustments in normal lunch period, break times or work schedule may be made.
- Occasional overtime may be assigned, including evenings and weekends as needed.

MINIMUM REQUIREMENTS

1. Four years of administrative support experience performing duties related to the position. Equivalent combinations of education and experience may be considered. *For example, a closely related bachelor's degree with a major such as human resources, industrial psychology, or business or public administration from an accredited college or university may be considered equivalent.*

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: *For your post-secondary education to be considered, 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. 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

- Experience working in a human resources department or dealing with human resources issues.
- Coursework or certification in Human Resources or a related field.
- Experience processing payroll, including reviewing timesheets, making entries into a Human Resources Management System (HRMS) and performing payroll calculations.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of customer service best practices and the ability to incorporate them into Human Resources operations.
- Ability to learn complex payroll and personnel procedures.
- Ability to read and interpret policies, procedures, regulations and other compliance-related documents and laws.
- Ability to learn and effectively utilize the applicant tracking and employee data systems in order to produce reports and to retrieve data.
- Skill in using Microsoft Windows and Microsoft Office to create documents, maintain databases and create spreadsheets.
- Interpersonal skills to effectively work with others to obtain or provide information and to build and maintain effective working relationships with coworkers, department leaders and employees in other city departments.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

- Ability to plan and organize work to meet deadlines on multiple projects simultaneously.
- Ability to communicate clearly and concisely both orally and in writing.
- Superior organizational skills, including the ability to maintain multiple filing systems.
- Ability to work with sensitive information and to maintain confidentiality.
- Ability to exhibit exemplary professionalism.
- Attention to detail.

CURRENT SALARY

The starting salary (Pay Range 5FN) for City of Milwaukee residents is **\$42,539** annually, and the non-resident salary range is **\$41,495**.

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 <http://city.milwaukee.gov/Benefits2019>.

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 reserves 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, March 29, 2019**. 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, <http://city.milwaukee.gov/jobs>.
- 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

EEO = 501

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