

BUSINESS OPERATIONS ANALYST

Recruitment #1703-4428-001

| | |
|------------------------------|-----------------------|
| List Type | Transfer/Promotional |
| Requesting Department | DER - ADMINISTRATION |
| Open Date | 3/10/2017 3:00:00 PM |
| Filing Deadline | 3/31/2017 11:59:00 PM |
| HR Analyst | Lindsey O'Connor |

INTRODUCTION

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY.

PURPOSE

The Business Operations Analyst administers the overall financial operations of the DER, including budget preparation, expenditure processing and tracking, ongoing monitoring and maintenance of departmental special purpose and reimbursable accounts, special funds, operations accounts and trust funds.

ESSENTIAL FUNCTIONS

Budget and Financial Operations

- Perform ongoing monitoring and maintenance of financial accounts for the budget, including preparation, coordination and review of documents and materials, special purpose accounts, revenues and capital budgets.
- Maintain expenditure and projections and monitor departmental salaries, operating expenditures, equipment budget and special funds.
- Maintain all special purpose, reimbursable accounts and trust funds associated with the administration and payment process of delivery of benefits related to health, wellness, dental, worker's compensation, unemployment compensation, flexible spending, employee training, alternative transportation and long term disability.
- Oversee and manage the input of all statistical and financial data related to benefits accounts in the appropriate spreadsheets and programs. Make recommendations on data collection and tracking according to changes in the program design and data availability.
- Assist with preparation of council files when fund transfers or other actions are needed for various departmental budget accounts.
- Process billing for health care, wellness and worker's compensation accounts.
- Provide financial related information for open records requests.

Procurement and Contract Administration

- Review specifications and plans prepared for purchase of materials, services and equipment.

Business Operations Analyst (Dept. of Employee Relations)

- Administer departmental ProCard by confirming purchases and ensuring compliance with internal controls.
- Create and track purchase requisitions for the department and monitor those with approaching expiration dates.
- Assist with maintaining various contract files, including obtaining the final signed copies.

Benefits Administration

- Assist with planning and updating open enrollment activities and provide assistance in answering questions related to health, wellness, dental and other benefit programs; document open enrollment changes.
- Perform ongoing administrative functions associated with flexible spending and health reimbursement accounts, including enrollment changes and upload of the biweekly delivery of eligibility file.
- Create and organize the annual database for health care and wellness mailings, participation, and completion, including data coding and manipulation.
- Provide guidance and advice to employees regarding the flexible spending and health reimbursement accounts so that information is accurate and correct with regard to IRS regulations and guidelines.
- Provide guidance and advice to benefits staff handling long term disability and the alternative transportation program (CVP).

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. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in public administration, business administration, accounting or a closely related field.
3. Two years of professional-level, progressively responsible experience in accounting, budgeting and/or financial management.

IMPORTANT NOTE: To receive credit for 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.

Your transcript must be legible and include the following information: the high school, university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

Note: Equivalent combinations of education and experience may also be considered.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge and understanding of the City's budget process and procedures related to budget preparation and administration.
- Ability to work independently to prioritize tasks, coordinate several projects simultaneously and follow through on assignments.
- Ability to communicate effectively orally and in writing.
- Ability to work with confidential and sensitive information.
- Interpersonal skills to establish and maintain effective working relationships.
- Strong customer service orientation.
- Computer skills to efficiently and effectively create documents, maintain databases and prepare reports using Microsoft Office and PeopleSoft's Financial Management Information System (FMIS) and Human Resources Management System (HRMS).
- Attention to detail and accuracy.

CURRENT SALARY

The annual starting salary (PG 2FX) for City of Milwaukee residents is \$48,670 and for non-residents is \$47,476 annually. Note, employees that have a salary already within the pay grade, (2FX for Residents is \$48,670 - \$67,616), will be paid in accordance with the salary ordinance. For example, if this is considered a promotion the candidate chosen would receive a 7% pay increase up to the maximum of the pay grade.

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.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.