

DNS PERSONNEL OFFICER

Recruitment #1907-4859-001

List Type	Transfer/Promotional
Requesting Department	DEPT OF NEIGHBORHOOD SRVCS
Open Date	8/5/2019 2:00:00 PM
Filing Deadline	8/23/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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

PURPOSE

Under the direction of the Commissioner of Department of Neighborhood Services (DNS), the DNS Personnel Officer is responsible for providing leadership in formulating, implementing, and delivering comprehensive human resources programs and maintaining sound and effective human resources policies and practices.

ESSENTIAL FUNCTIONS

Management and Administration:

- Provide guidance and support to the DNS Commissioner and senior level managers with a focus on human resources policies, strategies, and organizational development initiatives in support of DNS's vision and values.
- Ensure that departmental policies and procedures are in compliance with the Milwaukee City Charter and Code of Ordinances, Civil Service Rules, and all applicable federal and state regulations.
- Administer the compensation program and performance reviews to ensure effectiveness, compliance, and equity within the organization.
- Respond to inquiries regarding policies, procedures, and interpretation of employment ordinances and laws.
- Liaise with the Department of Employee Relations (DER) and the Office of the City Attorney on issues such as City Service Commission (CSC) Rules, employee selection, grievance administration, workers' compensation and safety, disciplinary matters, employment discrimination claims, and leave administration policies.
- Oversee Sick Leave Control and Family and Medical Leave Act (FMLA) administration.
- Provide guidance and direction to departmental managers regarding employee performance, performance improvement plans (PIPs), and disciplinary matters; participate in disciplinary meetings.
- Manage employment investigations stemming from allegations of discrimination or harassment.

- Represent DNS at grievance hearings and administrative hearings before the CSC, the Finance and Personnel Committee, the Equal Employment Opportunity Commission (EEOC), and the State of Wisconsin Department of Workforce Development (DWD).
- Serve as a standing member of the DNS Safety Committee, and oversee committee membership.
- Serve as the departmental diversity and Americans with Disabilities Act (ADA) compliance officer.

Personnel Functions Oversight:

- In collaboration with DER, administer DNS staffing functions and activities.
- Review job descriptions to ensure that competencies are identified and are ADA-compliant.
- Provide training related to human resources functions.
- Provide guidance, direction, and oversight for personnel functions, including maintaining personnel records and the confidentiality thereof, workers' compensation records, and governmental reports.
- Oversee salary increases and vacation and sick leave accruals.
- Provide daily supervision of the personnel payroll assistant, including assigning duties, providing guidance and training, and evaluating performance.

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 a current City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's Degree in human resources management, industrial psychology, business administration, public administration, or a related field from an accredited college or university.
3. Three years of full-time, professional-level experience in human resources management, including interpreting and applying laws related to selection, compensation, equal employment opportunity, and leaves of absence.
4. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: *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. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.*

DESIRABLE QUALIFICATIONS

- Public sector human resources management experience.
- Master's degree in a job-related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge

- Knowledge of human resource practices, including recruitment, hiring, onboarding, compensation and benefits, employee relations, discipline, FMLA and ADA administration, employee development, succession planning, and human resources information systems.
- Knowledge of human resources laws, rules, regulations, and best practices.
- Ability to interpret City ordinances and rules regarding employment, including City Service Rules and the Salary and Positions ordinances.
- Ability to provide sage counsel to managers and employees on human resources topics.
- Ability to read and interpret complex documents such as laws, ordinances, rules, policies, procedures, and publications.
- Knowledge of mathematics and statistics to be able to understand compensation, payroll, workforce analytics, and budgeting.
- Proficiency using standard computer applications to create documents, use spreadsheets, manipulate data, generate reports, and produce presentations; ability to learn and master enterprise human resources and payroll software systems.

Communication and Interpersonal Skills

- Written communication skills to be able to compose clear, complete, and error-free business correspondence, investigation documentation, and reports.
- Interpersonal and customer service skills to be able to work effectively with multilevel, multicultural managers and staff, elected officials, representatives from outside agencies, and the public.
- Ability to work cooperatively and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Oral communication skills so as to clearly respond to questions from senior leaders, managers, and employees.
- Presentation skills to be able to deliver compelling training, presentations, and testimony before committees and groups.
- Ability to conduct personnel investigations with sensitivity and fairness.
- Listening, persuasion, negotiation, and mediation skills to be able to facilitate delicate and challenging discussions.

Leadership and Strategic Thinking Skills

- Critical thinking skills, including analytical and problem-solving ability, decision-making skills, and sound judgment.
- Skill in identifying complex human resources issues, conducting research, evaluating options, and implementing solutions.
- Ability to plan and organize work, adjust to changing priorities, and achieve objectives within deadlines.
- Strategic thinking skills to be able to envision possibilities, anticipate likely outcomes, make progress towards goals, and find time to focus on the future.

- Ability to bring people together to accomplish shared goals.
- Ability to advocate for equal and fair treatment and opportunity for all.

Professionalism

- Honesty, integrity, and ability to represent DNS with the utmost professionalism.
- Ability to maintain confidentiality and safeguard City resources.
- Ability to remain calm and composed when working under pressure.
- Ability to demonstrate resourcefulness, initiative, flexibility, accountability, and independence.
- Commitment to professional development and staying abreast of best practices in human resources management.

CURRENT SALARY

The current salary range (1DX) is \$54,865-\$76,806, and the resident incentive salary range for City of Milwaukee residents is \$56,511-\$79,110. *Appointment will be made in accordance with the City of Milwaukee salary ordinance.*

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, a written test, an interview, or other assessment methods. The Department of Neighborhood Services 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. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Friday, August 23, 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the hiring authority.

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 who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 208

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