

# HUMAN RESOURCES ANALYST

Recruitment #2010-4195-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DEPT OF EMPLOYEE RELATIONS
<b>Open Date</b>	10/27/2020 1:40:00 PM
<b>Filing Deadline</b>	11/10/2020 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## INTRODUCTION

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

## PURPOSE

Under the direction of the Workforce Planning and Certification Supervisor, the Human Resources Analyst assists City departments in filling vacant positions in accordance with the Rules of the City Service Commission, the Salary and Positions Ordinances and related laws, regulations, policies and procedures.

## ESSENTIAL FUNCTIONS

### Eligible List Administration:

- Maintain and update eligible lists.
- Verify Finance & Personnel approval to fill positions.
- Track all requisitions for vacancy requests.
- Advise departments relative to hiring procedures and verify that appointments are made in accordance with the Rules of the City Service Commission.
- Maintain and update the reinstatement list. Document and notify candidates of appointments, removal from and restoration of lists.
- Assist departments and candidates regarding the status of eligible lists.

### Certification and Administration of Promotions:

- Issue certifications for all regular appointments; verify rates of pay, and civil service status.
- Review Rule IV-6 and IV-9 requests to ensure appointments are appropriate.
- Verify that the Human Resource Assistant (HRA) has entered the correct promotional information on the spreadsheet.
- Submit paperwork to the Workforce Planning and Certification Supervisor/HR Rep. for approval or denial.
- Assist the Workforce Planning and Certification Supervisor with Temporary Appointment Requests; maintain related spreadsheet and monitor expiration dates.

### **Support Services:**

- Provide list of positions for potential DEPP placements at the request of the Workforce Planning and Certification Supervisor.
- Provide recommendations to the HRA for candidates on the Reinstatement List.
- Generate statistics for the annual budget.
- Assist with processing I-9s and pre-employment testing for new hires and rehires.
- Assist with the training of HRA and Office Assistant III.
- Run reports for the Workforce Planning and Certification Supervisor and the Staffing Division Manager.

*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 business, industrial psychology, communications or a related field from an accredited college or university.

**OR**

Four years of progressively responsible high-level administrative experience that includes customer service and data management.

*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. 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.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read, analyze and interpret business and governmental laws, rules, regulations and policies, including the Rules of the City Service Commission, the Salary and Positions Ordinances and City payroll policies and procedures.
- Ability to learn and effectively utilize Peoplesoft-HCM software and the JobAps applicant tracking system in order to assess data and produce reports.
- Ability to effectively utilize spreadsheets and word processing software.
- Ability to think critically and analytically.
- Ability to provide excellent customer service to internal and external customers, including responding to requests promptly.
- Superior organizational skills to manage multiple time sensitive tasks simultaneously.
- Ability to read, interpret and write reports.
- Ability to listen and verbally communicate complex issues on the phone and in person.
- Ability to work with a great degree of accuracy.
- Ability to exercise sound judgment and discretion.
- Skill in problem-solving complex issues.
- Ability to build and maintain good working relationships across all staff levels in a multi-disciplinary, multi-cultural environment.
- Ability to maintain confidentiality and to protect information in compliance with applicable rules, regulations, and the Confidentiality Policy of the Department of Employee Relations.
- Ability to exhibit exemplary professionalism.
- Integrity and the ability to maintain complete confidentiality.

## CURRENT SALARY

The starting salary (2DN) is **\$42,500-\$59,498** annually, and the resident incentive starting salary for City of Milwaukee residents is **\$43,775-\$61,283** annually. Appointment will be made in accordance with the provisions of 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 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. 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 **Tuesday, November 10, 2020**. 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 may be accessed by visiting, <http://city.milwaukee.gov/jobs>.

- 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 at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

#### **CONCLUSION**

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