

HUMAN RESOURCES ASSISTANT

Recruitment #2008-0481DC-001

| | |
|------------------------------|----------------------------|
| List Type | Transfer/Promotional |
| Requesting Department | DEPT OF EMPLOYEE RELATIONS |
| Open Date | 8/26/2020 1:55:00 PM |
| Filing Deadline | 9/17/2020 11:59:00 PM |
| HR Analyst | Deidre Steward |

[Go Back Apply](#)

INTRODUCTION

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

PURPOSE

Under the direction of the Human Resources Manager, the Human Resources Assistant provides all administrative support for the staffing function in the Department of Employee Relations. In addition to ensuring selection processes run smoothly, exam materials are accurate and of production quality, exam and applicant materials are maintained efficiently and securely and candidate communication is accurate and timely, the Program Assistant II initiate's new work projects and improves processes on a constant basis.

ESSENTIAL FUNCTIONS

- **Preparation of testing materials:** Prepare test materials, including redacting and copying application materials for rater or departmental review, format, proofread and copy materials for written and performance examinations.
- **Recruitment:** Proofread and post City job information on social media sites; post all standard recruitment job postings. Ensure social media sites are up-to-date and of high quality.
- **Structured interviews:** Schedule candidates; format, proofread and copy all materials related to structured interviews and prepare folders for raters. Prepare structured interview room with necessary materials or prepare for virtual intervals, greet candidates and ensure pre-interview paperwork is completed. Administer written exercise prior to structured interview. Ensure that the schedule runs on time and prepare testing materials for scoring. Retain copies of testing materials (electronic and physical) in a confidential location, ensuring testing security. Provide all day of exam support to raters, Human Resources Representative and candidates.
- **Communication regarding selection processes:** Respond to inquiries from applicants, City employees and hiring managers related to selection process.
- **Examination administration:** Assist in test administration, test scoring and creation of eligible lists. Invoice payment and approval: Approve payment of invoices related to meal purchases for raters, advertising, office supplies, travel costs and social media.
- **Records maintenance:** In accordance with the City's records retention schedule, create and maintain filing systems (electronic and physical) for the Staffing Division, ensuring confidentiality of examination materials.
- **Administrative support:** Provide administrative support (e.g. formatting, proofreading, copying) for Human Resources Manager and the Human Resources Representatives.

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

The Human Resources Assistant must be willing and able to do the following:

- May be required to work evenings and weekends in order to perform duties related to test administration and recruitment.
- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Associate degree in human resources management, business management or a related field from an accredited college or university.
3. Three years of experience providing programmatic support to a human resources function or comparable business function such as payroll, employee relations, benefits or leave administration.
4. Valid driver's license at time of appointment and throughout employment.

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 perform accurate data entry to use the DER's applicant tracking system.
- Knowledge of customer service best practices and the ability to incorporate them into operations.
- Ability to read and interpret personnel policies, the Milwaukee Code of Ordinances (including the Salary and Positions Ordinances) and Civil Service Rules and the City's Salary Ordinance.
- Ability to learn and effectively utilize the HRMS system in order to produce reports and to retrieve data.
- Ability to read, interpret and write reports.
- Ability to communicate clearly and effectively on the phone and in person. Proficiency using Microsoft Word in order to format and proofread documents, as well as to perform advanced functions such as mail merge.
- Written communication skills to proofread documents so that they are publication-ready; knowledge of all grammatical and punctuation conventions.
- Superior organizational skills, including the ability to maintain multiple filing systems.
- Familiarity with office equipment, including telephones, computers, copiers and fax machines.
- Ability to think critically and analytically.
- Ability to work with sensitive information.
- Establish and maintain effective working relationships with other employees and the general public.
- Ability to handle multiple priorities and to work within tight time constraints.
- Ability to maintain composure regardless of frequent interruptions.
- Ability to exhibit exemplary professionalism.
- Integrity and the ability to maintain complete confidentiality.
- Ability to perform work with a high degree of accuracy.

CURRENT SALARY

The starting salary (5IN) is **\$47,779** annually, and the resident incentive starting salary for City of Milwaukee residents is **\$49,213** annually. 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 Election Commission 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 **Wednesday, September 16, 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.
- 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.