

HUMAN RESOURCES ASSISTANT

Recruitment #1908-0481DC-001

List Type	Transfer/Promotional
Requesting Department	DEPT OF EMPLOYEE RELATIONS
Open Date	8/15/2019 4:12:00 PM
Filing Deadline	8/30/2019 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

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

PURPOSE

The Human Resources Assistant works with the Human Resources Manager (Compensation) and the analysts to produce classification and market study recommendations for City of Milwaukee positions.

ESSENTIAL FUNCTIONS

- Edit complex and varied classification and pay recommendation reports and coordinate timely submission to the various boards and committees for approval. Introduce, schedule and fill appropriate files for Finance and Personnel and Common Council action.
- Prepare certifications for employees upon reclassification and title changes; calculate rates of pay. Assign job codes to new and changed positions. Coordinate pay implementation meetings with departments.
- Track pending and completed classification requests and completed reports for budgetary and ready reference purposes. Request job analysis questionnaires, job descriptions and related information.
- Provide support for auditing Citywide Human Capital Management (HCM) entries on a weekly basis and provide guidance to the various HR and payroll functions throughout the City, including the Fire and Police

Departments. Interpret and administer policies and procedures relative to the compensation and pay progression.

- Provide support to the Business Operations Specialist relative to accounts payable.

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. Associate's degree in human resources, accounting, business or a related field.
2. Two years of experience providing high-level administration support, including one year of experience processing payroll.

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

Experience in accounting and related tracking systems.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Skills

- Ability to interpret City ordinances and rules regarding employment, including City Service Rules and the Salary and Positions ordinances.
- Knowledge of mathematics and statistics to be able to understand compensation, payroll, workforce analytics and budgeting; ability to perform and audit detail-oriented work without making errors.
- 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 software systems.

Communication and Interpersonal Skills

- Written communication skills to be able to compose clear, complete, and error-free business correspondence and reports.
- Interpersonal and customer service skills to be able to work effectively with individuals at all levels of the organization.
- 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 training programs and/or informational updates to Citywide HR and payroll personnel.

Analytical Skills

- Critical thinking skills, including analytical and problem-solving ability; ability to exercise sound judgment.
- Skill in conducting research, evaluating options and making recommendations.
- Ability to plan and organize work, adjust to changing priorities, and achieve objectives within deadlines.

Professionalism

- Honesty, integrity, and ability to represent the DER with the utmost professionalism.
- Ability to maintain confidentiality .
- Ability to remain calm and composed when working under pressure.
- Ability to demonstrate resourcefulness, initiative, flexibility, accountability, and independence.

CURRENT SALARY

The starting salary (5 IN) is \$47,779 and the resident incentive starting salary for City of Milwaukee residents is \$49,213 . *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 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 **Friday, August 30, 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

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

Click on a link below to apply for this position:

Fill out the Application NOW using the Internet.

