

# OFFICE SUPERVISOR II

## TRANSFER/PROMOTIONAL OPPORTUNITY Recruitment #1606-4101-001

**List Type** Transfer/Promotional

**Requesting Department** Milwaukee Police Department

**Open Date** 9/1/2016

**Filing Deadline** 9/22/2016 11:59:00 PM

**HR Analyst** Nola Nelson

### INTRODUCTION

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

### PURPOSE

The Office Supervisor II position of the Milwaukee Police Department is responsible for the supervision of the Milwaukee Police Department administrative support staff and the performance of administrative functions and duties associated with the North and South Investigations Divisions.

### ESSENTIAL FUNCTIONS

- Supervise and direct administrative support staff and office personnel in the daily duties required to support the investigative and intelligence collection functions of the department.
- Establish and maintain work schedules and review off day requests to ensure optimal staffing levels.
- Maintain personnel files.
- Review and approve timecard entries, biweekly payroll, and overtime.
- Manage and direct personnel and activities to ensure adherence to the Milwaukee Police Department Code of Conduct and Standard Operations Procedures.
- Provide orientation and training to newly assigned personnel, review and approve daily work assignments, identify areas requiring retraining, prepare appropriate probationary and annual evaluation reports.
- Manage intradepartmental projects and collaborate with other bureau and division representatives to analyze work processes to improve efficiency.
- Manage office supply orders and equipment maintenance.
- Monitor and ensure compliance with record retention schedules for IIB.

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**

Ability to work a flexible schedule, including some weekends and holidays.

## **MINIMUM REQUIREMENTS**

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of clerical experience performing duties related to the position with at least one year experience at the Office Assistant III level or above. Equivalent combinations of education and experience may be considered. However, one year of experience in the Office Assistant III level or above is required and may not be substituted.
3. Obtain a Wisconsin Department of Justice Basic TIME Certification within 30 days of appointment and Advanced TIME Certification within 60 days of appointment.

*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. Applications without transcripts attached will be considered incomplete and will be rejected.*

*Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

## **DISQUALIFICATION**

1. Due to the federal clearances on access to information required for this position, applicants should be advised that any felony conviction is an automatic disqualifier for further consideration in this selection process.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Basic knowledge of management and supervisory principles.
- Demonstrated ability to effectively manage and supervise staff.
- Excellent interpersonal and customer service skills in order to interact professionally at all times with supervisors, co-workers and members of the public.
- Strong oral and written communication, skills in order to professionally, effectively, and efficiently transmit of information to supervisors, co-workers and members of the public.
- Ability to work both independently and as a team member.
- Strong organizational and time management skills, including the ability to manage multiple priorities while meeting deadlines.
- Excellent analytic and problem solving skills in order to efficiently address and correct issues as they arise in the workplace.
- Ability to maintain professionalism under stressful circumstances and to interact tactfully and courteously with personnel from within the department and outside agencies.

## ***Office Supervisor II (Milwaukee Police Department)***

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- Proficiency with Windows Operating Systems, Microsoft Office, and the PeopleSoft payroll system.
- Familiarity with the SharePoint database system preferred.
- Ability to exercise good judgment when making decisions that affect employees, the division, the department, the City or residents.
- Ability to preserve confidentiality of personal information, investigations, warrant status, and all other information deemed confidential by the department.
- Ability to demonstrate both trustworthiness and dependability.

### **CURRENT SALARY**

SALARY (2CN) for City of Milwaukee residents is \$39,880 annually, and the non-resident starting salary is \$38,902 annually.

### **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, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral, 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.

***NOTE: Candidates must pass a Milwaukee Police Department background investigation before hire.***

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

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

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