

PERSONNEL OFFICER

Recruitment #1804-4033-001

List Type	Transfer/Promotional
Requesting Department	CITY ATTORNEY
Open Date	4/25/2018 2:00:00 PM
Filing Deadline	5/16/2018 11:59:00 PM
HR Analyst	Nola Nelson

[Go Back Apply](#)

INTRODUCTION

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

PURPOSE

The Personnel Officer will perform a wide range of human resources and employee relations functions, including Family and Medical Leave Act (FMLA) administration, hiring, discipline, pay progression, and serving as the department's liaison to the Department of Employee Relations on matters relating to employment issues. This position also provides direction and supervision to the department's professional, paraprofessional and office support staff.

ESSENTIAL FUNCTIONS

Human Resource and Administration

- Oversee the department's staffing functions and activities, including job analysis, recruitment, interviewing, selection, background investigations, and pre-placement and placement requirements, and managing the 'on-boarding' of new employees.
- Prepare and/or update job descriptions to ensure competencies are identified and compliance with ADA/AA requirements.
- Draft and implement human resources related policies and procedures and ensure that departmental policies and procedures are in compliance with all applicable federal and state regulations, the Milwaukee Code and City Charter and the Rules of the City Service Commissioners.

- Administer performance reviews, pay progression and compensation programs to ensure effectiveness, compliance, and equity within the organization.
- Respond to inquiries regarding policies, procedures and interpretation of city employment ordinances and employment laws.
- Oversee the implementation and administration of state and federal Family and Medical Leave Act (FMLA), including tracking and approving staff FMLA usage based on usage guidelines and keeping current with related policies and procedures.
- Manage employment investigations stemming from allegations of discrimination or harassment.
- Participate in the development of the annual departmental operation budget, particularly related to staffing.
- Administer training and development activities and services.
- Provide guidance, direction and oversight for personnel functions, including maintenance of personnel/payroll transactions, and personnel records.
- Utilize current data on workforce planning to coordinate the department's succession plan, anticipating vacancies and increasing diversity.
- Handle personnel matters including fielding questions, counseling employees, addressing work-related problems, resolving conflicts, and recommending courses of action.
- Process employee separations including resignations, layoffs, transfers, and retirements.
- Serve as the department liaison to the Department of Employee Relations on matters relating to employment issues.
- Represent the City Attorney's office at administrative hearings as appropriate, including the City Service Commission and the Finance and Personnel Committee.
- Coordinate department-wide annual events including open enrollment for City benefits and the City's Combined Giving and UPAF Program.

Payroll Management

- Provide guidance, direction, and oversight to departmental staff whose duties relate to payroll functions, including maintenance of personnel payroll transactions, mileage, and payroll adjustments.
- Administer appropriate leave balance payments for separating employees, including retirements.
- Administer the Sick Leave Control Incentive program.
- Oversee salary increases and vacation and sick accruals.

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 human resources, industrial psychology, public administration or a closely related field from an accredited college or university.
3. Three years of full-time, professional-level experience in the field of human resource management, including interpretation and application of laws related to selection, compensation, equal employment opportunity and various types of leave.

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. 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. Student copies are acceptable.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of human resource practices, including hiring, onboarding, FMLA procedures, succession planning, and recruitment and discipline procedures.
- Knowledge of the laws, rules, and regulations governing the practices and procedures of human resources.
- Ability to interpret city ordinances and rules regarding employment, including the City Service Rules and the Salary and Positions ordinances.
- Ability to advise and counsel the administrative team and employees on human resources topics.
- Written communication skills to develop business correspondence, document investigations and create reports.
- Interpersonal and customer service skills to effectively develop and maintain working relationships with employees, co-workers and management.
- Verbal communication skills to respond to questions received from employees, managers and administration and to present before committees and groups.

- Skill in identifying complex human resources issues and reviewing related information in order to develop and evaluate options and implement solutions.
- Ability to perform well under pressure and handle very sensitive or difficult inquiries and complaints.
- Ability to effectively and positively represent the City Attorney's Office before committees and the public.
- Ability to have difficult conversations with staff while conducting personnel investigations.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to plan and organize work, adjust to changing priorities, and achieve objectives within deadlines.
- Ability to use standard computer applications such as Microsoft Office products and databases.
- Honesty, integrity, and the ability to maintain confidentiality.
- Commitment to professional development and staying abreast of best practices in human resources management.

CURRENT SALARY

THE CURRENT SALARY RANGE (Pay Range 1DX) for City of Milwaukee residents is \$54,865-\$76,806 annually and the non-resident salary range is \$53,519-\$74,922 annually. *Appointment will be made in accordance with the provisions of the 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, written tests, interview, or other assessment methods. The Department of Employee Relations and the City Attorney's Office 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: 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 and 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

APPLICATION PROCEDURE:

- Applications can be accessed by visiting www.jobaps.com/MIL.

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

CONCLUSION

EEO = 102

“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.

