



CITY OF MILWAUKEE
TRANSFER / PROMOTIONAL OPPORTUNITY

Health Personnel Officer

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a dynamic team leader. Under the general direction of the Commissioner of Health, the Health Personnel Officer manages the human resources function for the City of Milwaukee Health Department (MHD) including: staffing and recruitment, training and development, labor management relations and contract administration, job analysis and documentation, payroll and leave administration policies, worker's compensation and safety, performance evaluations, grievance administration, employee relations and disciplinary actions. As part of the Executive Team, advises the Commissioner of Health and other senior-level managers on HR issues related to policy development, and serves as a member of the Senior Management Team.

ESSENTIAL FUNCTIONS:

75% Management and Administration

- Serve on the MHD Senior Management Team, with a focus on HR policies, strategies and initiatives in support of MHD's vision and core values.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensure compliance of policies, procedures, and reports.
- Administer performance review program to ensure effectiveness, compliance, and equity within organization.
- Administer salary administration program to ensure compliance and equity within organization.
- Respond to inquiries regarding policies, procedures and interpretation of labor agreements, ordinances, etc.
- Serve as MHD liaison to the Department of Employee Relations, the City Attorney's Office, the Labor Relations Division and certified labor bargaining units on matters relating to employment issues including: civil service commission rules, contract negotiation and administration, grievance administration, worker's compensation and safety, disciplinary matters, employment discrimination claims, and leave administration policies.
- Provide guidance and direction to managers regarding employee performance, implementation of performance improvement plans and disciplinary matters.
- Manage all aspects of employment investigations stemming from allegations of discrimination or harassment. Represent the MHD at administrative hearings as appropriate before the City Service Commission, Finance and Personnel Committee, EEOC, the Department of Workforce Development, and Grievance Arbitration Hearings.
- Serve as the Department's Diversity, EEO, ADA, and Civil Rights Compliance Officer.

25% Personnel / Payroll Oversight

- Provide guidance, direction, and oversight for Payroll functions, including maintenance of personnel / payroll transactions, personnel records, Worker's Compensation, statistical governmental reports.
- Ensure that all personnel related functions and decisions within the MHD are in compliance with applicable federal and state employment laws, civil service rules, state statutes and local ordinance and collective bargaining agreements.
- Provide guidance, direction, and oversight for all MHD staffing functions and activities.
- Provide guidance, direction, and oversight for MHD training and development activities and services.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Personnel Officer, Health Department

Requirements:

1. Bachelor's degree in Human Resources Management, Business Administration, Social or Behavioral Science or related field.
2. Five years of progressively responsible human resources management experience in the public sector. (Master's degree is preferred and may be substituted for up to two years of the experience requirement).
 - Note: Combination of education and experience may be considered.
3. Valid driver's license at time of appointment, and must be maintained throughout employment.
4. Properly insured vehicle for use on the job is required.

Required Knowledge, Skills and Abilities

- ❖ Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public; Ability to maintain confidentiality; High degree of integrity, energy, resourcefulness, flexibility, and good judgment; Excellent analytical and organizational skills; Excellent persuasion, negotiation and mediation skills; Ability to work independently, exercise judgment, and meet competing and challenging priorities; and Ability to establish effective working relationships with individuals at all levels of the organization.
- ❖ Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ❖ Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write policies, guidelines and other correspondence using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, employees, and other board members.
- ❖ Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ❖ To perform this job successfully, an individual should have intermediate to advanced knowledge of spreadsheet and word processing software; and Working knowledge of internet, databases, and payroll and human resources software systems.

THE SALARY RANGE IS (007): \$52,469 to \$73,452.86 annually

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview or other assessment methods. The Department of Employee Relations and the hiring 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 hiring decisions. In this case, the hiring department will conduct a job-related selection process consisting of an evaluation of education and experience and a personal interview. Selected candidates will be transferred and/or promoted to the position.

All completed application materials should be returned to Victoria Robertson, MHD, Municipal Building, Room 318, by September 7, 2007.

The Milwaukee Health Department values and encourages diversity and is an Equal Opportunity Employer.