



TRANSFER/PROMOTIONAL OPPORTUNITY

PERSONNEL PAYROLL ASSISTANT III

Milwaukee Public Library

PURPOSE: The Personnel Payroll Assistant III has primary responsibility for accurate and time sensitive preparation and maintenance of confidential human resources data and records related to the 350 positions within the Milwaukee Public Library system.

ESSENTIAL FUNCTIONS:

- Prepare and assemble data and supporting documents on all personnel transactions coinciding with the bi-weekly payroll cycle.
- Input information into the City's Human Resources Management System.
- Prepare and maintain human resources records and files in both paper and electronic formats.
- Determine staff eligibility for salary step increases, vacation eligibility, and pension service credit.
- Monitor and record employee leaves of absence.
- Prepare, issue, and monitor return of probationary reports, and other needed forms or reports.
- Respond to general inquiries regarding personnel related policies, procedures, benefits, entitlements, or other matters.
- Receive visitors and applicants to the Personnel Office.
- Monitor the accuracy of all personnel data on a continuous basis.
- Announce and enroll staff in City of Milwaukee and library sponsored training programs; prepare, distribute, and monitor the return of training evaluations; compile training attendance data.
- Gather and prepare other data, documents, and reports as requested.
- Perform other job-related duties as assigned.

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

REQUIREMENTS:

1. Current status and at least 3 months of experience as a regularly appointed employee of the City of Milwaukee.
2. Four years of progressively responsible office support experience which includes a substantial amount of customer contact, and work with detailed records; at least one year of experience at an Office III level.

NOTE: Job-related coursework from an accredited college or business school may be substituted for up to six months of the experience requirement. Copies of transcripts should be submitted with the application. Student copies are acceptable.

DESIRABLE QUALIFICATIONS:

- Experience using Excel.
- Working knowledge of the City's HRMS system.

KNOWLEDGES, SKILLS ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of and demonstrated experience working with Microsoft WORD.
- Strong customer service orientation; high degree of interpersonal skills enabling incumbent to work effectively with public, library administrators, employees, and staff of outside agencies.
- Aptitude for and interest in highly detailed work which has little or no margin for error.
- Above average speed and accuracy in preparation and maintenance of records/files.
- Ability to organize workflow to meet position demands.
- Ability to multi-task despite frequent interruptions.
- Ability to work with shifting priorities, with little or no advance notice.

Personnel Payroll Asst III (Library)

- Ability to consistently work under time constraints and meet deadlines.
- Ability to main confidential information.

The Current Salary Range (460): \$39,507 - \$44,277 annually.

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 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 a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

Candidates must submit an application and letter of interest. Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202, by calling 286-3751, by visiting www.milwaukee.gov/jobs. Your letter of interest should explain how your education and experience qualify you for the position and why you are seeking the assignment.

Applications should be returned to: **Toni Vanderboom, Personnel Analyst Sr., at the Milwaukee Public Library, 814 W Wisconsin Ave., Milwaukee WI 53233 by January 28, 2011**. Receipt of applications may be discontinued any time after that date.

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