



TRANSFER/PROMOTIONAL OPPORTUNITY
POLICE PAYROLL SUPERVISOR
Milwaukee Police Department

THE PURPOSE: Under the general direction of the Police Department's Personnel Administrator, the person in this position oversees the operation of all Police Department payroll functions, coordinates changes in both the human resources management and online time entry systems, and represents the Police Department in all matters relating to the department's payroll policies and operation.

ESSENTIAL FUNCTIONS:

- Prepares personnel and payroll-related data for projections, for negotiations/arbitrations, and to identify efficiencies.
- Fulfills internal and external requests for personnel and payroll-related data.
- Provides information and advice to Department supervisors and policy makers on payroll practices.
- Testifies in arbitration hearings and in court on payroll matters.
- Offers guidance on payroll-related matters by providing written materials and training programs.
- Audits payroll data for incorrect or inconsistent entries.
- Ensures that the department meets payroll-processing deadlines.
- Prepares annual budget for the Department in the areas of salaries, wages, fringe benefits, and reimbursable funds, and prepares reports and supporting documentation relating to requests for funds.
- Provides an ongoing evaluation of the Department's payroll practices to ensure they meet FLSA, City and Department policies, efficiencies, and labor contract provisions.
- Supervises and trains payroll staff, including four personnel payroll assistants and a part-time office assistant; communicates departmental policies, procedures, and service standards to staff.

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

NOTE: The person in this position is assigned to day shift and works in the Police Administration Building, 749 W State St, Rm 705A.

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed City of Milwaukee or Police Department employee.
2. Bachelor's Degree in Accounting, Business Administration, or a closely related field from an accredited college or university.
3. Three years of recent professional accounting or progressively responsible payroll administration experience performing duties closely related to this position.

NOTE: Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Experience with the Peoplesoft/Oracle Human Resources Management System (HRMS) and the Financial Management Information System (FMIS).
- Supervisory experience.

NOTE: An employee who is interested in this position, but who does not meet the education/experience requirement, is welcome to apply. Such an individual may be considered to underfill the position at a level commensurate with his or her background.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of the City of Milwaukee's payroll system (or similar).
- Knowledge of the Microsoft Office software suite.
- Superior oral and written communication skills.
- Excellent interpersonal skills and the ability to work successfully in a team environment.
- Ability to provide good customer service.
- Ability to effectively supervise and provide guidance to staff members engaged in payroll activities.
- Strong problem-solving, analytical, and organizational skills.
- Ability to meet constant deadlines, respond to frequent requests for information, and work well under pressure.

THE CURRENT SALARY RANGE IS (06): \$50,206 - \$70,295 annually, with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, 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 PROCESS:

1. You may obtain applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Rm. 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, by visiting our web site at www.milwaukee.gov/der, or by calling 414-286-3751.
2. You must complete both the required application and a resume and return them to the attention of: **Ms. Pamela Roberts, Milwaukee Police Department, Personnel Division, Police Administration Building, 749 W State St, Rm. 706, by February 29, 2008.** Receipt of applications may be discontinued anytime after this date.

SPECIAL NOTE TO MPD EMPLOYEES: Any Milwaukee Police Department member who is interested in this position and who meets the qualifications listed above should submit the following: 1) an **"In the Matter Of,"** 2) the **required application**, and 3) a **resume** to his or her Commanding Officer expressing interest and outlining qualifications. Commanding Officers shall forward these "Matter Of," applications, and resumes to the Personnel Division.