

PROGRAM ASSISTANT I

Recruitment #1510-048861-001

List Type Transfer/Promotional

Requesting Department COMMON COUNCIL - CITY CLERK

Open Date 11/3/2015

Filing Deadline 11/23/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

PURPOSE

Perform personnel, payroll, and accounting functions for Common Council and all divisions of the City Clerk's Office. Manage GovQA for all city departments; assist with the introduction of new matters to the council and publication of matters as required by City Charter and Statutes.

ESSENTIAL FUNCTIONS

- Process and keep payroll records for elected officials and all divisions in the City Clerk's Office.
- Maintain salary histories and answer questions regarding pay practices.
- Input data, personnel transactions, produce reports, process pay increases and adjustments, and retrieve information from the Human Resources Management System (HRMS).
- Provide administrative support and backup for posting notices, updating the website calendar, scheduling meeting rooms, oaths of office, and temporary staff.
- Responsible for handling data transaction reports between GovQA and city departments and training Common Council and City Clerk employees on the system.
- Troubleshoot GovQA requests as they occur.
- Maintain up-to-date calendar/database and schedule of meetings for committee room assignments.
- Assists in the publication of matters as required by City Charter and Statutes.
- Proofread published items and file affidavits with State and County as required.
- Assists City Clerk or designee in the introduction of new matters to the council.
- Assists License Division with notices and the mailing out of letters as needed.

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. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. Four years of clerical/administrative support experience, performing duties related to this position, with at least one year of experience at or above the Accounting Assistant I or Personnel Payroll Assistant I level. One year of education may be substituted for one year of the clerical/administrative support experience requirement. Education may not be used for a substitution of the payroll experience requirement.

Program Assistant I (Common Council – City Clerk)

- **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.
3. Valid Driver's License at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of accounting, payroll and related personnel practices, procedures and systems.
- Knowledge of functions and operations of all city departments.
- Ability to check numerical data and perform calculations accurately.
- Ability to work with others to obtain information and/or answer questions.
- Ability to learn complex accounting, payroll, and personnel procedures.
- Ability to learn and work within government processes.
- Ability to plan and organize work to meet deadlines on multiple projects simultaneously.
- Ability to build and maintain relationships with elected officials, staff members, and people in other city departments.
- Ability to successfully navigate a politically sensitive environment.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to maintain confidentiality.
- Ability to critically look at work product for correctness and proper level of detail.

CURRENT SALARY

The current starting salary (PR5EN) is \$40,501 annually for City of Milwaukee residents. The non-resident starting salary is \$39,507 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 City Clerk'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 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: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*