

PROGRAM ASSISTANT I

Recruitment #1701-048861-001

List Type	Transfer/Promotional
Requesting Department	DEPT OF EMPLOYEE RELATIONS
Open Date	1/26/2017
Filing Deadline	2/9/2017 11:59:00 PM
HR Analyst	Emily Keeley

PURPOSE

Under the direction of the Certification and Salary Systems Administrator, the Program Assistant I provides assistance to the Certification and Staffing sections by processing referrals, certifications, pre-placement testing and payroll and by performing other staffing and customer service functions.

ESSENTIAL FUNCTIONS

Pre-placement processing:

- Review job announcement bulletins to determine required pre-placement testing and ensure tracking worksheet is up-to-date for all job titles.
- Prepare pre-placement packets, counsel hiring managers on process and requirements, communicate with departments and candidates during and after the process is completed and confirm candidates are eligible for hire.
- Coordinate and schedule pre-placement exams for out-of-town candidates.
- Process invoices from pre-placement vendors.

I-9 processing and tracking:

- Ensure employees complete all sections and review proper documentation, pursuant to federal compliance requirements.

Payroll:

- Serve as the Department of Employee Relation's payroll clerk for the department by auditing timecards, reviewing supporting documentation, and making Human Resources Management System (HRMS) entries.
- Process military leave requests.
- Assist with mass rate changes in HRMS.

Customer service, certification and test administration:

- Staff the front desk (reception), including assisting applicants in the use of JOBAPS.
- Process referrals and certifications.
- Perform test administration.

Program Assistant I (Employee Relations, Certification)

General clerical functions:

- File pre-placement documents, personnel action forms and related documentation, create files for departmental personnel, deliver and pick up mail.

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

CONDITIONS OF EMPLOYMENT

Adjustments in normal lunch period, break times or work schedule may be made. Occasional overtime may be assigned, including evenings and weekends as needed.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed employee of the City of Milwaukee, having successfully completed probation for a civil service position.
2. Four years of clerical experience performing duties closely related to this position, including at least one year of experience performing difficult and diverse clerical work, using advanced features in software applications to produce complex documents and working on special projects.

DESIRABLE QUALIFICATIONS

1. Experience processing payroll including reviewing timesheets, making entries into an HRMS system and performing payroll calculations.
2. Experience working in a human resources department or dealing with human resources issues.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to perform payroll and personnel-related transactions in a timely and accurate manner.
- Ability to read and interpret policies, procedures, regulations and other compliance-related documents and laws.
- Skill in using Microsoft Windows, Microsoft Office to create documents, maintain databases and create spreadsheets.
- Customer service skills to effectively work with others to obtain or provide information.
- Ability to learn complex payroll and personnel procedures.
- Ability to plan and organize work to meet deadlines on multiple projects simultaneously.
- Ability to build and maintain effective working relationships with contracted vendors, staff members, and employees in other city departments.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to maintain confidentiality.

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- Attention to detail.

CURRENT SALARY

THE CURRENT STARTING SALARY (5 EN) for the Program Assistant I for City of Milwaukee residents is **\$40,501** annually and the non-resident starting salary is \$39,507.

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 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 who 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.