

# PROGRAM ASSISTANT II

Recruitment #1505-0489DC-001

**List Type** Transfer/Promotional

**Requesting Department** DEPT OF EMPLOYEE RELATIONS

**Open Date** 6/27/2015

**Filing Deadline** 7/17/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **INTRODUCTION**

***THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY.***

## **PURPOSE**

Under the direction and supervision of the Certification and Salary Systems Administrator, review for accuracy and to verify all pay and personnel transactions entered by city payroll clerks into the Human Resources Management System (HRMS). Assist city payroll personnel in answering questions, providing guidance and correcting errors as necessary. Monitor new hires for completion of pre-placement medical exams, drug screen and Department of Homeland Security Employment Verification Form I-9.

## **ESSENTIAL FUNCTIONS**

- Audit complex pay and personnel transactions for all general city employees utilizing worklists in the PeopleSoft HRMS and review entries for accuracy. Verify transactions using the proper documentation, authorization and/or certification and reconcile records in accordance with the City Service Rules, Salary Ordinance and payroll procedures. Report potential violations to the Certification and Salary Systems Administrator and operating department.
- Assist the Pay Services Specialist with implementation of mass rate changes for the city payroll.
- Provide guidance and direction for city payroll personnel, managers and employees in making accurate entries in HRMS. Make corrections to inaccurate entries.
- Assist the Certification and Salary Systems Administrator in calculating pay rates, benefits service dates, years of service credit, seniority or other salary and/or benefit information as needed.
- Monitor all new hires for completion of pre-placement medical exams, drug screen and compliance with the Department of Homeland Security Employment Verification Form I-9. Communicate instructions and report status to hiring managers. Work with the Budget and Accounting section of DER to assure timely and accurate processing of related billings.
- Research and analyze data as requested by the Certification and Salary Systems Administrator, Human Resources Manager, Employee Relations Director or other managers to assist with special reports and/or projects as needed.
- Serve in rotation with other DER clerical staff to provide back-up coverage for the main reception area.
- Maintain accurate and up-to-date filing of personnel transaction documents, pre-placement exams, I-9 forms, employee history cards, and various reports.

*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.*

## Program Assistant II (DER, Certification)

---

### MINIMUM REQUIREMENTS

1. Current status as a regularly appointed employee of the City of Milwaukee having passed probation for current position held at time of appointment.
2. Four years of clerical experience performing duties related to the position, including at least one year of experience at the Personnel Payroll Assistant II level.
3. One year of experience performing advanced payroll functions in PeopleSoft HRMS.
  - *Equivalent combinations of education and experience may be considered*
  - **IMPORTANT NOTE for individuals requesting a equivalency for education: 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.**
4. Valid driver's license at time of appointment and throughout employment.

### KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of payroll processing procedures.
- Knowledge of personnel policies, Milwaukee Code of Ordinances, Civil Service Rules and the City's Salary Ordinance.
- Oral communication skills to effectively communicate with managers, administrators, supervisors and employees.
- Written communication skills to develop and write reports.
- Interpersonal skills to effectively work with diverse individuals inside and outside the organization.
- Customer service skills to effectively meet the needs of a variety of customers including department staff, department managers, general city employees and the public.
- Analytical and problem solving skills.
- Ability to plan and set priorities and schedule activities to assure completion of work in a timely manner.
- Ability to maintain composure when dealing with conflict or stressful situations.
- Ability to use judgment to make decisions and know when to ask for assistance.
- Ability to read and interpret work related materials such as government regulations, departmental policies, and city ordinances.
- Ability to work independently.

### CURRENT SALARY

The current starting salary (PG 5FN) for City of Milwaukee residents is \$42,539 annually, and the non-resident starting salary is \$41,495.

### 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 reserves 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.

## ***Program Assistant II (DER, Certification)***

---

- ***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.*