

PROGRAM ASSISTANT II

MHD-Disease Control & Environmental Health Division

Recruitment #1412-0489DC-001

Speciality	Home Environmental Health Program
List Type	Transfer/Promotional
Requesting Department	HEALTH DEPARTMENT
Open Date	1/9/2015 10:00:00 AM
Filing Deadline	1/30/2015 11:59:00 PM
HR Analyst	Marti Cargile

PURPOSE

The Program Assistant II (PA II) assigned to the Disease Control and Environmental Health Division (DCEH) Division provides administrative support to the Home Environmental Health (HEH) Division Manager and other supervisors and project coordinators. The PA II provides administrative support for all funded lead hazard reduction processes, including assigning contracts, assuring eligibility requirements, facilitating processing of contractor payments, estimating scopes of work, and maintaining multiple databases. The PA II works closely with risk assessors, property owners, and lead abatement contractors to carry out the essential functions of this position.

ESSENTIAL FUNCTIONS

Contract Processing and Administrative Support:

- Provides administrative support to the Home Environmental Health (HEH) Division Manager.
- Monitors multiple grant budgets to assure appropriate expenditures for abatement.
- Reconciles abatement expenditures quarterly.
- Keeps division managers informed of the progress towards meeting goals for multiple grants.
- Processes accounts payable and creates purchase orders for contractors at the completion of work; handles the creation of vouchers and distribution of copies.
- Prepares documents, including correspondence, confidential reports, spreadsheets, and presentations.
- Monitors work permits where lead poisoned children reside until contractor payments are completed.
- Assures that contractor payment and change order requests are processed and records are kept up to date on all payments; maintains contractor files.
- Ensures that documentation for scopes submitted for start-up is complete and accurate.
- Assures contractor's files are complete.

Data Management:

- Prepares database summaries and program reports for program managers.
- Maintains updated contractor list, Primary Prevention forms, and respective protocols.
- Performs data entry into Primary Prevention database.
- Extracts clearance lab results from PowerTerm software.
- Performs quality control of Primary Prevention, STELLAR, or other databases for clearances.
- Provides contractor performance reports that include production of completed units quarterly and upon request.

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- Synthesizes data to prepare reports.
- Prepares quarterly reports for entry into the Department of Housing and Urban Development (HUD) Quarterly Performance Reporting System.
- Creates risk assessments with information from the inspection staff.
- Scans documents and converts them into .pdf files.
- Creates graphs to illustrate various trends.

Enforcement Support Activities:

- Processes Direct Administration of Abatement of Lead Hazards by requesting title reports.
- Prepares and mails certified notices to tenants and property owners.
- Prepares abatement cost sheets.
- Prepares and submits affidavits to the Office of the City Attorney.
- Maintains database for Direct administration.
- Submits invoices to property owners.
- Prepares yearly reports of owners with outstanding bills to be added to the property tax roll.

Supply Ordering and Other Duties:

- Oversees and coordinates all program supply ordering, including creating monthly orders for both the Lead and Healthy Homes programs.
- Provides guidance and direction for support staff assigned to the Childhood Lead Poisoning Prevention Program to ensure appropriate protocol is followed.
- Answers telephones.
- Organizes and maintains files.

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 current position held.
2. Four years of progressively responsible clerical experience performing duties related to this position, with at least one year at the Office Assistant III level or higher.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in a related field, such as public health, business, management, or information systems.

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.*

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KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of business and management principles.
- Knowledge of administrative and clerical procedures.
- Knowledge of mathematics and basic accounting and the ability to perform accurate calculations.
- Ability to read and interpret work-related documents.
- Written communication skills, including the ability to produce correspondence and reports.
- Oral communication skills.
- Ability to build and maintain positive working relationships with a diverse staff and managers, representatives of other agencies, contractors, and the public.
- Ability to provide services in a culturally sensitive manner.
- Ability to assign projects to, direct, and monitor the activities of clerical staff.
- Ability to serve as an integral part of a team.
- Ability to analyze and solve problems.
- Decision-making skills and sound judgment.
- Proficiency using standard computer applications such as word processing, spreadsheet, and time management to perform daily functions; ability to learn and become skilled in the use of programs such as enterprise financials, document management, and imaging.
- Ability to organize, prioritize, and accomplish work in a timely manner.
- Ability to collect information and maintain accurate records.
- Ability to produce quality work and meet productivity standards.
- Ability to maintain confidentiality.
- Willingness to engage in continuous learning and professional development activities.

CURRENT SALARY

THE CURRENT ANNUAL STARTING SALARY (PG 5FN) for City of Milwaukee residents is \$42,539, 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 training, experience and accomplishments, written test, 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 candidate(s) will be transferred and/or promoted to the position.

INITIAL FILING DATE: The examination will be held as soon as practical after **January 30, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.

ADDITIONAL INFORMATION

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 the Milwaukee Fire Department (MFD) and Milwaukee Police Department (MPD) hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*