

HEALTH PERSONNEL OFFICER

(Health - Administration)

Purpose: The Health Personnel Officer manages and administers the human resources function for the Milwaukee Health Department (MHD) including: staffing and recruitment, training and organizational development, labor- management relations, job analysis and documentation, payroll and leave administration policies, worker's compensation and safety, performance evaluations, grievance administration and disciplinary actions. Advises managers on Human Resources (HR) issues.

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

ESSENTIAL FUNCTIONS:

50% Management and Administration

- Develop and administer HR policies, strategies and organizational development initiatives in support of MHD's vision and core values.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensure compliance.
- Administer performance reviews to ensure effectiveness, compliance, and equity within the organization.
- Administer compensation program to ensure compliance and equity within the organization.
- Respond to inquiries regarding policies, procedures and interpretation of city employment ordinances and employment laws.
- Serve as MHD liaison to the Department of Employee Relations, the City Attorney's Office, the Labor Relations Division on matters relating to employment issues including but not limited to: civil service commission rules, grievance administration, worker's compensation and safety, disciplinary matters, employment discrimination claims, and leave administration policies.
- Oversee the implementation and administration of Sick Leave Control policies and FMLA.
- Provide guidance and direction to managers regarding employee performance, implementation of performance improvement plans and disciplinary matters.
- Manage all aspects of employment investigations stemming from allegations of discrimination or harassment.
- Represent the MHD at administrative hearings as appropriate before the City Service Commission, Finance and Personnel Committee, EEOC, the Department of Workforce Development, and Grievance Arbitration Hearings.
- Serve as the Department's Diversity, EEO, ADA, and Civil Rights Compliance Officer.
- All other duties as assigned.

50% Personnel Functions Oversight

- Ensure that all personnel related functions and decisions within the MHD are in compliance with applicable federal and state employment laws, civil service rules, state statutes and local ordinances.
- With the assistance of the Department of Employee Relations, administers all MHD staffing functions and activities.
- Review job descriptions to ensure competencies are identified and compliance with ADA requirements.
- Administer all MHD training and development activities and services.

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- Provide guidance, direction, and oversight for Personnel functions, including maintenance of personnel / payroll transactions, personnel records, Worker's Compensation, statistical governmental reports.
- Maintain confidential integrity of personnel files.

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

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Human Resources Management, Public or Business Administration, Psychology, Industrial Relations or closely related field from an accredited college or university. A Master's degree in a job related field is highly desirable.
2. Five years of progressively responsible human resources management experience, performing duties related to the position.
3. Experience in labor relations in a governmental work environment is highly desired.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.
5. Valid driver's license at time of appointment and throughout employment.
6. Properly insured vehicle for use on the job is required.

NOTE: Transcripts are required and should either be attached to the application or as an email attachment to staffinginfo@milwaukee.gov, or sent to Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202, Attention: Carl Nagy. Student copies are acceptable.

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

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public.
- Ability to maintain confidentiality; high degree of integrity, resourcefulness, flexibility, and good judgment.
- Excellent analytical and organizational skills.
- Excellent persuasion, negotiation and mediation skills.
- Ability to work independently, exercise judgment, and meet competing and challenging priorities.
- Ability to establish effective working relationships with individuals at all levels of the organization.
- Advanced knowledge of personnel management practices, labor relations, employment law, and employee recruitment and testing in a governmental work environment.
- Intermediate to advanced level of knowledge and experience with spreadsheets, word processing, internet, databases, and payroll and human resources software systems.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to read, analyze and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches or articles using original or innovative techniques or style.

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- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, employees or other board members.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

THE CURRENT SALARY RANGE (PR 2HX) IS: \$53,519 to \$74,922 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **June 29, 2012**. 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. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells Street, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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