

PAYROLL ASSISTANT 3

Recruitment

List Type	Transfer/Promotional
Requesting Department	FIRE - SUPPORT SERVICES BUREAU
Open Date	October 25, 2024
Filing Deadline	November 15, 2024
HR Analyst	Alexis Mayes

INTRODUCTION

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

PURPOSE

The Payroll Assistant 3 will process payroll, audit reports and databases, and respond to related inquiries from employees, managers and other City personnel.

ESSENTIAL FUNCTIONS

Payroll Processing

- Monitor, enter, audit, review, and approve edits for biweekly payroll for all Milwaukee Fire Department (MFD) employees.
- Calculate and process all payroll hours and salary and benefit adjustments.
- Calculate retroactive and special-pay adjustments.
- Maintain Human Resources Management System (HRMS) transactions, including employee personnel, payroll, and/or benefits records.
- Monitor and interpret Local 215 Contract as it pertains to personnel and payroll benefits.
- Answer and respond to phone calls, emails and other inquiries from MFD members and employees from other City departments.
- Generate and reconcile reports such as time owed and allowed, sick leave incentive, and Fair Labor Standards Act (FLSA) reporting.
- Assist in preparing workers compensation reporting and payroll documentation.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Ability to exert up to 10 pounds of force occasionally.

MINIMUM REQUIREMENTS

1. Four years of progressively responsible experience performing complex payroll functions, including auditing and editing payroll records

Equivalent combinations of education and experience may be considered. For example, a post-secondary degree in accounting may be substituted for up to two years of the experience.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

DESIRABLE QUALIFICATIONS

- Experience with HRMS.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

TECHNICAL:

- Knowledge of payroll and federal compliance requirements for City employees.
- Ability to learn and efficiently utilize the City's payroll-related systems, including PeopleSoft (HR) and timekeeping (CityTime).
- Proficiency using standard applications such as Microsoft Office to create documents, use spreadsheets, create charts, and generate reports.
- Ability to read and interpret job-related documents such as City Ordinances, state and federal labor regulatory policies, procedures, and forms.
- Knowledge of mathematics and attention to detail to be able to calculate salary adjustments and formulas.
- Ability to identify and resolve time entry and payroll-related issues.
- Ability to proficiently use software programs such as word processing, spreadsheet, and payroll databases to create documents, spreadsheets, charts and reports.
- Ability to maintain accurate and detailed records.

Interpersonal & Communication

- Written communication skills to be able to compose clear correspondence, complete forms, and produce other documents.
- Verbal communication and customer service skills to be able to convey information clearly and courteously to internal and external customers.
- Interpersonal skills to be able to work effectively and cooperatively with managers, employees, and staff from other City departments.
- Ability to work effectively in a team environment, including the ability to work cooperatively with those whose backgrounds may differ from one's own.
- Customer service skills to capably assist employees, sworn members, and City managers with payroll inquiries or problems.

Critical Thinking & Professionalism

- Ability to think critically and analytically.
- Ability to work with sensitive information.
- Ability to effectively organize and complete work assignments accurately within deadlines.
- Ability to pay close attention to details and work well under pressure.
- Initiative and dedication to process improvement.
- Ability to exercise judgment, discretion, and tact in handling confidential payroll and personnel matters.
- Honesty, integrity, and professionalism.

CURRENT SALARY

The current salary range (PR 5IN) is **\$59,996 - \$72,025** annually, and the current resident incentive salary range for City of Milwaukee residents is **\$61,796 - \$74,186**. *Appointment will be made in accordance with the City of Milwaukee salary ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The selection process will be held as soon as practical after the deadline listed above. 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 of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: *Candidates must pass a Milwaukee Fire Department background investigation before hire.*

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 or who have status as a City of Milwaukee employee in a fixed term position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting www.jobapscloud.com/MIL

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 303

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.