

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 7/12/22		2. Present Incumbent: New 2022 position		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: n/a		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Dept. of Emergency Communications			Bureau: Division:		Unit: Section:
6. Work Location: 2333 N. 49 th St., 3 rd floor			Telephone: Email:		Work Schedule: Hours: 8 – 4:45 / Days: Mon-Fri
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: ? If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10.	Official Title: Emergency Communications Human Resources Analyst-Senior			Pay Range	Job Code
				5IN	
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

The Emergency Communications Human Resources Senior Analyst is responsible for performing time entry and payroll processing, executing personnel transactions in PeopleSoft (human resource management system), and performs a full range of professional duties relating to Human Resources and Payroll functions for the Department of Emergency Communications (DEC). Assists the Human Resources Administrator and assumes the duties and responsibilities of that position in the absence of the Human Resources Officer under the appropriate direction.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
50	PAYROLL/BENEFITS/RECORDS & REPORTS MAMANAGMENT: <ul style="list-style-type: none"> Edit, audit, and reconcile online time entry on a biweekly basis for DEC employees in accordance with applicable rules and policies. Complete online time adjustments for payroll errors, corrections, and separation payouts. Provide support to employees regarding time entry processing, new hire onboarding, benefit communications and assistance with enrollments, processing tuition reimbursements. Includes necessary reports, tax forms, wage requests ,leave of absences and tracking, employee database maintenance. Respond to employee's benefit and payroll inquiries. Administer the City's Sick Leave Control Incentive Program.
35	HUMAN RESOURCES ADMINISTRATION/EMPLOYMENT: <ul style="list-style-type: none"> Provides counseling to members of staff related to employment, education, training and advancement opportunities. Answer supervisors' and employees' questions regarding work rules, policies and procedures, and employment law and other Human Resources/personnel functions. Provides clarification on salary and benefits to staff.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> Under the direction of the Human Resources Officer establishes and maintains practices, policies, and other documents related to Human Resources/personnel functions, and department as assigned. Under the direction of the Human Resources Administrator assist with employee disciplinary matters as assigned Position Administration – tracking vacant positions, request to fill in Job Aps and the position budget working closely with HR Administrator. Prepares necessary reports, such as department, city, state and federal. Prepares and/or updates job descriptions and other forms required by the department, Finance & Personnel Committee, FPC, DER. Requests new examinations when needed. Works with appropriate party for developing announcement sheets, exams, and hiring from eligibility list. Under the direction of the Human Resources Administrator with managers regarding the preparation of job- related interview questions, and interview panels. Conducts interviews with applicants for positions and other classifications as assigned by the Human Resources Administrator, arranges interviews with supervisors; checks references and background; With the approval of the Human Resources Officer consults with supervisors regarding selection; implements resulting decisions. Collaborates and assists with New Employee Onboarding, Orientation and other related activities.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
15	<ul style="list-style-type: none"> ADMINISTRATIVE/SUPPORT/TEAMWORK: file set-up and management, compliance and recordkeeping, reports, Provide back-up support to the DEC Financial Services Assistant and Administrative Support Specialist. Work collaboratively with all DEC administrative support positions. In absence of HR Administrator, point of contact/stand-in for committee, council, panels and other responsibilities.
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Emergency Communications Human Resources Administrator

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

General Supervision by Department of Emergency Communications Administrative Leadership Positions - Senior receives direct supervision from the Human Resources Administrator.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Education and Experience: Bachelor's degree (B.A) from a four-year college or university with emphasis in human resources management, industrial relations, public administration, psychology, education, business administration or closely related field, or equivalent combination of education and experience.

Minimum of two years of successful experience performing duties as those described above including One year of experience providing payroll processing and support to a human resources function or comparable business function such as payroll, employee relations, benefits or leave administration. Note: Combination of education and experience may be considered.

Regular status as a current City of Milwaukee employee, having successfully completed a probationary period for a civil service position.

ii. Knowledge, Skills and Abilities:

Strong customer service orientation; understand and is responsive to the needs of customers, management and staff.

Knowledge of municipal, state and federal regulations and laws related to personnel/employment matters. Knowledge of city ordinances related to employment matters, civil service policies and applicable personnel rules and procedures is desirable.

Ability to perform work honestly and with sensitivity, to maintain confidentiality, and to safeguard City resources.

Excellent written and oral communication skills. Ability to compose clear correspondence, complete forms, and produce other documents.

Ability to speak effectively before groups. Ability to clearly and courteously convey information to customers.

High degree of interpersonal skills, tact and diplomacy. Ability to work with shifting priorities, with little or no advance notice.

Adapts to the needs of diverse audiences and/or complex situations.

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Able to work through difficult or awkward interpersonal situations in a positive manner. Ability to maintain confidentiality and to effectively handle a high level of stress.

Possess the ability to handle high workloads, interruptions, competing demands, multiple priorities, and deadlines.

Is persistent in analyzing and solving problems and finding the solution that best meets the needs of the department and employees.

Ability to type. This individual should have intermediate to high knowledge of computer software such as Word, Excel and PowerPoint. Basic to intermediate knowledge of Human resource management Systems such as PeopleSoft, etc.; advanced to intermediate knowledge time/attendance management systems. Knowledge of time entry, personnel, and payroll processes.

Ability to interpret and explain benefits, payroll and human resources policies, practices, and all other applicable activities.

Ability to learn and effectively use the City of Milwaukee's online time entry system and Oracle's PeopleSoft HCM system to perform transactions, reports, records, computations and other applicable work.

Knowledge of mathematics such as arithmetic, algebra, geometry, calculus, statistics, and their applications and attention to detail to be able to review payroll records and process transactions accurately.

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, personnel information systems and applicable human resources activities.

Knowledge of principles and processes for providing customer and personnel services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.

Ability to work effectively and cooperatively with culturally diverse individuals at all levels inside and outside the organization.

Ability to manage a high level of detail in order to ensure accuracy in maintenance of files, databases and HCM.

Ability to organize workflow to meet the goals of the position.

iii. Certifications, Licenses, Registrations:
SHRM or PHR desirable.

iv. Other Requirements:
Experience using the City of Milwaukee's online time entry system and Oracle's PeopleSoft HCM system is highly desirable.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

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G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
X	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
X	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
X	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
X	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

X	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

X	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:
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<input type="checkbox"/>	This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Camera and photographic equipment	X	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	X	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	X	PC equipment (monitor, keyboard, printer, etc.)						
<input type="checkbox"/>	Handcart	X	PC software						
<input type="checkbox"/>	Hand tools (please list):								
X	Office Machines (check all that apply):	X	Copier	X	Facsimile	X	Calculator	<input type="checkbox"/>	Cash register
X	<input type="checkbox"/> Other (please list): Type 35 wpm								

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.

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Signature of Department Head or Designated Representative

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