

PERSONNEL PAYROLL ASSISTANT II-MPD

Recruitment #1907-0324NR-001

List Type	Transfer/Promotional
Requesting Department	Milwaukee Police Department
Open Date	7/26/2019 08:00:00 AM
Filing Deadline	8/16/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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

PURPOSE

Under the direction of the Payroll Supervisor, the Personnel Payroll Assistant II is responsible for executing personnel transactions in PeopleSoft, performing time entry, processing payroll, completing reports, and preparing invoices for the Milwaukee Police Department (MPD).

ESSENTIAL FUNCTIONS

- Edit, audit, and reconcile online time cards on a biweekly basis for approximately 2,500 employees in accordance with applicable rules, policies, and labor agreements.
- Complete online time adjustments for payroll errors and corrections.
- Maintain oversight of members on military leave, including carrying out related notifications and payroll processing.
- Complete employment and wage verifications for loan and mortgage companies, attorneys, and government and non-profit agencies. Meet demand efficiently, especially during high volume periods.
- Process personnel transactions in PeopleSoft for the School Crossing Guard Program relative to new hires, rehires from seasonal layoffs, and separations from service. Calculate retroactive salary payments and make adjustments as needed. Mail checks on a biweekly basis.
- Compile and post reports on a biweekly basis for MPD.
- Prepare and calculate invoices for individual unions, including auditing and verifying time during which members are excused for union business, making corrections, providing information, and maintaining related records.
- Update tax forms. Process shift changes and updates to members' personal information.
- Process the report and payment for translator/interpreter pay.
- Serve as receptionist for Human Resources, the Medical and Payroll Sections, and the MPD Budget Office, including assisting customers at the front counter and processing mail.
- Assist members with completing group life and pension beneficiary forms when life changes occur.
- Respond to questions from members about health, dental, and life insurance benefits.
- Process direct deposit forms for members.

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. Regular status as a current City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of progressively responsible office support experience, including one year performing personnel or payroll assistant duties.

Equivalent combinations of education and experience may be considered. Related post-secondary education will be considered for a portion of the experience requirement; however, there is no substitute for the one year of performing personnel or payroll assistant duties.

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. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.

DESIRABLE QUALIFICATIONS

- Knowledge of Oracle's PeopleSoft system.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of clerical and customer service best practices.
- Knowledge of time entry, personnel, and payroll processes.
- Ability to learn and effectively use the City of Milwaukee's online time entry system and Oracle's PeopleSoft system to perform transactions.
- 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 policies, procedures, and forms.
- Knowledge of mathematics and attention to detail to be able to review payroll records and process invoices accurately.
- Written communication skills to be able to compose clear correspondence, complete forms, and produce other documents.
- Oral communication skills to be able to clearly and courteously convey information to customers.
- Interpersonal skills to be able to work effectively and cooperatively in a quasi-military environment with supervisors, sworn and civilian staff, and staff from other City departments whose backgrounds may differ from one's own.
- Ability to effectively organize and complete work assignments within regular deadlines.
- Ability to work well under pressure, including during high volume periods.
- Ability to perform work honestly and with sensitivity, to maintain confidentiality, and to safeguard City resources.

CURRENT SALARY

The current salary range (6HN) is \$37,830-\$41,863, and the resident incentive salary range for City of Milwaukee residents is \$38,965 -\$43,119. *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 related education, experience, and accomplishments, a written test, an interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral exams, 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.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Friday, August 16, 2019**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

***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 will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

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

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting www.jobaps.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 located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 603

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