

HUMAN RESOURCES SUPERVISOR

Recruitment # 2606-4680-001

List Type	Original
Requesting Department	MILWAUKEE POLICE DEPARTMENT
Open Date	Monday, July 6, 2026
Filing Deadline	Friday, July 24, 2026
HR Analyst	Rebecca Bird

INTRODUCTION

The City of Milwaukee is proud to employ a workforce dedicated to delivering exceptional service to its residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Human Resources (HR) Supervisor oversees the Milwaukee Police Department's human resources (MPD-HR) team to ensure the efficiency of the HR function for sworn and civilian personnel.

ESSENTIAL FUNCTIONS

Civilian and Sworn Staffing

- Oversee staffing functions performed by MPD-HR Representatives covering civilian and sworn positions, such as recruiting, hiring, making offers, onboarding and background checks to ensure efficiency and completeness.
- Review job announcement bulletins (JABs) drafted by the City's Department of Employee Relations (DER) for original (external) and Citywide transfer/promotional (T/P) recruitments; draft JABs for internal T/P opportunities.
- Review requests to the Fire and Police Commission (FPC), including appointments, promotions, recruitments, and probationary extensions; ensure requests are timely.
- Ensure regular review, revision, and dissemination of all MPD job descriptions to respective staff; assist managers and supervisors with drafting new job descriptions.
- Oversee the pre-employment background investigation process for sworn and civilian candidates; review completed background investigations.
- Manage the MPD's Transfer Orders, working closely with Command Staff to make appropriate personnel work-location transfers.
- Manage the Applicant Review Committee, including providing training to calibrate new members and ensuring that committee members assess applicants within approved and established guidelines.
- Review Applicant Review Committee results with Chief of Police and/or MPD-HR Administrator.

HR Reporting and Compliance

- Analyze, prepare reports, and provide recommendations pertaining to various HR issues in the department.

- Advise and assist MPD members and others with the application of employment laws, rules, policies, and procedures.
- Prepare the Equal Employment Opportunity (EEO) Plan to submit to the U.S. Department of Justice.
- Provide advice regarding a broad range of HR compliance issues, including recruitment, retention, turnover, performance management, training and development, and employee engagement.
- Stay current with federal laws and state statutes regarding employment, including their current interpretation and application.
- Develop, review, and maintain MPD policies, work rules, and standard operating procedures (SOPs) related to HR and employee relations.

Classification, Compensation, and Unemployment Requests

- Gather information, collaborate with managers, and submit requests to the DER for classification and pay-related actions.
- Respond to unemployment compensation requests for information.
- Represent MPD at unemployment compensation hearings.
- Correspond with the Office of the City Attorney to seek advice and coordinate witnesses for various hearings.

MPD Hiring Managers Support

- Assist managers with various personnel actions such as promotions and temporary, provisional, and emergency appointments.
- Assist managers in addressing performance issues using coaching, performance improvement plan (PIP), formal notifications, and disciplinary actions.
- Respond to disciplinary grievances and appeals.
- Gather data and compile statistics related to various personnel activities such as employee retention, attrition, salaries, etc.; provide data to various professional organizations to satisfy departmental requirements.
- Attend FPC meetings for various personnel-related matters in the absence of the HR Administrator.

HR Personnel Supervision

- Oversee MPD-HR responsibilities, work assignments, and unit workflow.
- Perform and develop HR related training for all MPD employees.
- Interview, onboard, and train HR staff in the duties of their positions.
- Counsel staff on providing high-quality service, best practices, and professional development.
- Approve payroll for MPD-HR personnel.
- Manage MPD-HR's quarterly reports, including demographic data on sworn officers for the 30x30 Initiative for the Department of Justice and the MPD's Race and Gender reports.
- Assist and support HR Representatives as they address performance issues and coaching sessions with various MPD hiring managers.

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 work flexible hours to attend FPC Meetings in the absence of the HR Administrator.
- **NOTE: Candidates must pass an MPD background investigation before hire. Per the Criminal Justice Information Services (CJIS) security policy, your application will be rejected if you have been convicted of a felony.**

MINIMUM REQUIREMENTS

1. Bachelor's degree in human resources management, industrial relations, psychology, business administration, public administration or a related field from an accredited college or university.

2. Four years of progressively responsible human resources experience, including screening and interviewing candidates, applying employment laws and regulations, providing training and development, performing data analysis, and writing related reports.
3. Valid driver's license at the time of appointment and throughout employment.

Equivalent combinations of education and professional experience will be considered.

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

- Public sector human resources experience.
- Master's degree in business administration, human resources, or a closely related field from an accredited college or university.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of the principles and practices of HR administration, including recruitment, hiring, onboarding, classification, payroll, succession planning, and performance improvement.
- Knowledge of federal and state employment labor laws and the ability to effectively apply them.
- Ability to perform accurate data entry and mathematical calculations relating to pay and budget.
- Proficient skill with standard computer applications such as Microsoft Word, Excel, Outlook and PowerPoint, to include the import and export of information and performing queries.
- Ability to read, understand and apply job-related materials such as laws, civil service rules and policies.
- Ability to develop and execute recruitment plans and strategies.
- Ability to analyze data/metrics and identify trends.
- Knowledge of all grammatical and punctuation conventions.
- Ability to effectively utilize the applicant tracking and employee data systems, such as JobAps and PeopleSoft Human Capital Management (HCM) to produce reports and retrieve data.
- Commitment to professional development and staying abreast of best practices in HR management.

Leadership

- Ability to execute managerial duties, including interviewing, onboarding, training, evaluating, motivating, and developing staff.
- Ability to identify areas of improvement and develop strategic plans to address them.
- Ability to handle staffing and performance issues, including implementing PIPs and discipline.
- Ability to have difficult conversations while conducting personnel investigations.
- Ability to perform well under pressure and handle sensitive or complex inquiries and complaints.
- Ability to effectively and positively represent MPD before committees and the public.
- Ability to develop and maintain divisional standard operating procedures.

Communication and Interpersonal

- Ability to effectively interact with staff and the public, labor unions, educational and community organizations, municipal agencies, and officials.
- Verbal communication skills to share and present information to others with different perspectives and levels of understanding.
- Written communication skills to prepare clear and concise business correspondence and reports.
- Knowledge of the English language, including grammatical and punctuation conventions.
- Ability to take a positive, professional approach to work and with others.
- Ability to foster an environment of inclusion wherein all employees are valued, treated respectfully, and feel safe to express themselves.
- Ability to build effective working relationships with managers, fellow staff, and city contacts.

- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

Critical Thinking and Professionalism

- Ability to respond calmly and effectively to sensitive or complex inquiries and complaints.
- Ability to exercise sound judgment, discretion, and tact in handling confidential personnel matters.
- Honesty, integrity, and the ability to maintain complete confidentiality.
- Ability to meet competing, challenging, and ever-changing priorities.
- Ability to work within tight time constraints.
- Ability to establish systematic methods of accomplishing goals.
- Ability to seek and utilize resources and assess alternative courses of action to make decisions.
- Ability to make effective, informed, independent decisions
- Organizational skills to manage time effectively and prioritize multiple projects and tasks.
- Attention to detail and the ability to perform work with a high degree of accuracy.
- High degree of initiative and dedication to process improvement.
- Ability to work independently and function as part of a team.
- Ability to serve as an effective steward of City resources.

CURRENT SALARY

The current salary range (PR 1HX) is **\$82,677-\$108,380** annually, and the resident incentive salary for City of Milwaukee residents is **\$85,984-\$112,715** annually.

BENEFITS:

The City of Milwaukee provides a comprehensive benefit program which includes the following:

- Wisconsin Retirement System (WRS) Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

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 City's needs have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless required by law, the City of Milwaukee will not provide alternative dates or times for the selection process. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting <https://www.jobapscloud.com/MIL/>
- 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 at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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