



**Milwaukee Police Department**  
Police Administration Building  
749 West State Street  
Milwaukee, Wisconsin 53233  
<http://www.milwaukee.gov/police>

**Alfonso Morales**  
Chief of Police

(414) 933-4444

June 13, 2019

The Board of  
Fire and Police Commissioners  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

RE: REQUEST FOR PERSONNEL PAYROLL ASSISTANT II EXAMINATION/ ELIGIBILITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment, administer an examination, and provide an eligibility list for the position of Personnel Payroll Assistant II as soon as administratively possible. The Personnel Payroll Assistant II, under the direction of the Payroll Supervisor, is responsible for the preparation and processing of employment verifications. Preparing invoices for union activities on CityTime per contract articles and overtime card audits and corrections. The position also works with the Safety Division relating to signing on of new crossing guards, updating the PeopleSoft Systems for various personnel changes.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Analyst - Sr. Jamie Heberer at (414) 935-3980.

Sincerely,

ALFONSO MORALES  
CHIEF OF POLICE

A handwritten signature in black ink that reads 'MIC Michael J. Brunson'. The signature is written in a cursive style with a long horizontal stroke at the end.

MICHAEL J. BRUNSON  
ASSISTANT CHIEF OF POLICE

AM:MJB:jh  
Attachment

# JOB DESCRIPTION

## FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

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

<b>1. Date Prepared/ Revised:</b> 6/12/2019	<b>2. Present Incumbent:</b> Lynn Krause/Te'Nese Tolbert	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>		
<b>3. Date Filled:</b> Various	<b>4. Previous Incumbent:</b> Roseanne Mack			
<b>5. Department:</b> POLICE DEPARTMENT		<b>Bureau:</b> Administration <b>Division:</b> Human Resources	<b>Unit:</b> <b>Section:</b> Payroll Section	
<b>6. Work Location:</b> 749 W State St.		<b>Telephone:</b> <b>Email:</b>	<b>Work Schedule: Full-time</b> Hours: 8am-4pm Days: Monday-Friday	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Bargaining Unit:</b> NMNR, General City <b>If in District Council 48, which local?</b>		<b>8. FLSA Status (check one):</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>10. Official Title:</b> Personnel Payroll Assistant II (2 positions) <b>Underfill Title (if applicable):</b> <b>Requested Title (if applicable):</b>	<b>Pay Range</b>		<b>Job Code</b>	<b>EEO Code</b>
	6HN		0324NR	
<b>Recommended Title (DER Use Only):</b>		Approved by: _____ Date: _____		

### 11. BASIC FUNCTION OF POSITION:

Preparation and processing of employment verifications. Overtime card audits and corrections. Prepare invoices for union activities on City time per contract articles. Work with the safety division relating to signing on of new crossing guards, updating the PeopleSoft System for various personnel changes in the safety division.

### 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
100%	<ul style="list-style-type: none"> <li>Regular and consistent attendance</li> <li>Edit, audit, and reconcile biweekly on-line time cards for approximately 2,500 employees in accordance with Department of Employee Relations Rules, Fire and Police Commission Rules, Department Policy, and labor agreements prior to submission to City Hall for processing. Communicating with various work locations on changes that need to be made in the on-line time system to ensure compliance.</li> <li>Complete on-line time adjustments for payroll errors and corrections.</li> </ul>
	<ul style="list-style-type: none"> <li>Responsible for oversight of members on military leave. This includes monitoring how members are carried while on leave, communicating with those members and making proper notifications when they will be returning from leave, and processing necessary pay adjustments when members return.</li> <li>Complete employment and wage verifications for various loan and mortgage companies, wage loss letters for attorneys representing department members, letters for child support, rent and utility assistance forms. Due to market fluctuations and interest rate changes, there may, at times, be high demand for wage verifications and timely and accurate information will need to be provided.</li> </ul>
	<ul style="list-style-type: none"> <li>Accountable for the personnel function of the school crossing guard program and maintain records in the PeopleSoft System relating to new hires, rehires from seasonal layoffs, and separations from service. Calculate and verify retroactive salary payments when contracts are settled. Prepare dollar adjustments for those crossing guards that are trainers. Mail crossing guard checks on a bi-weekly basis.</li> </ul>
	<ul style="list-style-type: none"> <li>Compile and post reports on a bi-weekly basis. These reports include, but are not limited to: Time Owed and Allowed, Police Other Earnings, Payroll Register report, overtime by location report, timecards for approximately 2,500 Police Department members.</li> </ul>

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"> <li>• Prepare and calculate invoices for individual unions. This means auditing and verifying on-line time with the letters unions send that excuse members from duty to perform union business. Making corrections, when necessary. Providing information to those that request dollars and hours information. Maintain records on bank of hours and other contract considerations when it comes to union negotiations and invoicing.</li> <li>• Update tax forms. Process shift changes, and updates to members' personal information.</li> <li>• Process report and payment for translator/interpreter pay.</li> </ul>
	<ul style="list-style-type: none"> <li>• Receptionist for Human Resources, Medical and Payroll Sections, and Budget Office. Assist citizens and department members at the front counter. Open and distribute mail.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist members with group life and pension beneficiary forms due to life changes. Answer questions regarding health, dental, and life insurance benefits. Process direct deposit forms for new members, those members that wish to make a change, and those who wish to discontinue participation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Payroll Supervisor Alba Santiago

**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 the Payroll Supervisor and personnel Payroll Assistant III.

**E. SUPERVISION EXERCISED:**

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

**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:

- Four years of clerical experience including at least one year performing basic payroll duties.

ii. Knowledge, Skills and Abilities:

- Familiarity with On-line Time Entry System, PeopleSoft, Excel, Word, Access.
- Ability to create documents, spreadsheets, and charts from various databases.
- Ability to create and edit worksheets and spreadsheets.
- Ability to do complete work assignments and meet deadlines.
- Ability to work well under pressure.
- Ability to effectively relate (i.e., courteously, tactfully, and appropriately) with the public and Department personnel, including supervisory and Command Officers.
- Ability to treat all work performed with a high degree of confidentiality.

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iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

### 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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.

**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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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"/>	<b>Stooping:</b> 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"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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.
<input type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input type="checkbox"/>	<b>Talking:</b> 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.
<input type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> 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:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> 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
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	sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**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	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)

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<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools ( <i>please list</i> ):	
<input checked="" type="checkbox"/> Office Machines ( <i>check all that apply</i> ): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other ( <i>please list</i> ):	

- 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.)

The person must be sensitive to the needs of each individual employee, as well as, the management environment within the City.

- 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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