

Human Resources Administrator Milwaukee Police Department

PURPOSE

The Human Resources Administrator has full responsibility over the Human Resources Division and labor/employee relations staff and activities within the Police Department. In this capacity, the position is responsible for formulating, implementing and maintaining sound and effective human resources policies and practices.

ESSENTIAL FUNCTIONS

Management & Human Resources Administration

- Provide guidance and support to MPD's command staff with a focus on human resources policies, strategies, and organizational development initiatives in support of MPD's vision and core values.
- Serve as MPD's liaison to the Department of Employee Relations, the City Attorney's Office, the Fire and Police Commission, Employee Retirement System, employee groups, and certified labor bargaining units. Represent the Chief and/or MPD in personnel matters involving the Fire and Police Commission and Common Council Committees.
- Ensure that departmental policies and procedures are in compliance with all applicable federal and state regulations, Milwaukee Code and City Charter, rules of the Fire and Police Commission, Law Enforcement Standards Board requirements, and provisions of labor contracts with the Milwaukee Police Association and Milwaukee Police Supervisor's Organization.
- Provide guidance and direction to Medical Section personnel responsible for disability accommodations, leave administration benefits, processing accident and injury claims and responding to claim investigation inquiries, creation of departmental safety and risk management plan, administration of return to work program, fitness for duty assessment determinations, information requests from duty disability retirement applications, and other related matters.
- Provide guidance and direction to staff responsible for conducting or overseeing recruitment and community outreach activities, background investigations and applicant reviews for all sworn and civilian appointments.

Labor Relations and Contract Administration

- Serves as the key departmental liaison with the City's bargaining team; prepare and provide information to help formulate bargaining strategy; research, gather, analyze data and prepare reports to support city bargaining proposals or respond to union demands.
- Serve as primary witness in grievance hearings and interest arbitrations and provide expert testimony regarding MPD practices and procedures.
- Administer contract provisions and provide guidance to command staff and civilian managers on interpretation and application of labor matters.
- Represent the Chief in all labor relations related matters including identifying, developing and recommending departmental interest to Labor Negotiator.
- Administer grievance administration process; oversees implementation of grievance dispositions and awards.
- Conduct regular briefings of MPD command staff on personnel and labor relations matters.
- Oversee staff and activities of Payroll Section and ensure compliance with applicable federal state laws.

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. Bachelor's Degree with a major in human resources, labor relations, business administration, public administration, management or other closely related field.
2. **Five** years of progressively responsible experience in the field of human resources management including at least **three** years of labor relations and contract administration.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: 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. Applications without transcripts attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

3. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- SPHR or SHRM-SCP certified

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of labor (union) contracts and methods to interpret and implement contract terms.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
- Knowledge of the laws, rules, and regulations governing the practices and procedures of Human Resources and Labor Relations.
- Skill in judgment and decision making to consider relative costs and benefits of actions and choosing the most appropriate one.
- Skill in managing personnel resources by motivating, developing, directing work functions, and identifying the best people for a responsibility.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skill in managing time frames and schedules to meet competing deadlines.
- Ability to read and understand information and ideas presented in writing.
- Ability to communicate information in writing so others will understand.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to communicate information and ideas through spoken words and sentences.
- Ability to utilize MS Office suite software to track, analyze, interpret, and communicate business information.
- Ability to negotiate with different groups concerning business related topics.
- Ability to discuss sensitive or confidential topics with subordinates, superiors, and business partners.
- Ability to advise and counsel superiors, managers and employees on human resources related topics.

SALARY The starting salary (PG 1IX) for City of Milwaukee residents is \$75,478 and for non-residents is \$73,626. Appointment up to \$93,593 for residents or \$91,296 for non-residents is possible based on qualifications and experience.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process

INITIAL FILING DATE - The examination will be held as soon as practical after **March 28, 2016**. 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 examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>

- Applications, resumes 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 at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

BENEFITS

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

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Additional benefits based on position

To view the specifics about all the benefits offered by the City of Milwaukee please visit:

<http://city.milwaukee.gov/DER/Benefits2016>

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