



POSITION DESCRIPTION

JOB TITLE: SENIOR HUMAN RESOURCES ASSISTANT Job Class: 3462		
DATE	DEPARTMENT OR SCHOOL Human Resources	DIVISION Classified Staffing
BARGAINING UNIT: Local 1053		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Act as confidential Senior H.R. Assistant to the Manager of Classified Staffing; perform lead worker and office management functions; monitor employee licensure; PeopleSoft input; coordinate and facilitate the filling of classified vacancies; assist in the administration of various staffing and related activities pertaining to classified personnel.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Monitor licensure of Paraprofessional Educational Assistants and Handicapped Children's Assistants to ensure proper licensure as required by the Wisconsin Department of Public Instruction (DPI) to receive state reimbursement for wages paid to these employees.
2. Initiate criminal background checks & medical exams for School Nutrition, Facilities & Maintenance & other classified applicants; monitor for clearance & notify respective departments of their employment approval/rejection; on-line data entry of new hire payroll transactions.
3. Process resignations, retirements, terminations, promotions, demotions, transfers, leaves of absence, returns from leave, name changes, and other data changes for School Nutrition, Facilities & Maintenance and other classified employees. These processes include computation of salaries, on-line data entry of payroll transactions; preparing correspondence and completion of required forms.
4. Perform office management functions, i.e., lead worker to three H.R. Assistants and back-up support of these positions; prepare and type on-line stock, purchase and repair requisitions; supervise the maintenance of personnel files for approximately 6,000 active and 4,600 inactive classified employees.
5. Administer the staffing of secretaries for the summer school program; coordinate the dispatching of summer substitute secretaries with the contracted dispatching service; on-line data entry of payroll transactions of summer school secretaries and other classified positions.

6. Perform necessary clerical duties for the Manager, i.e., prepare, type and transmit letters, memo's and general correspondence; answer and screen telephone calls.
7. Perform customer service duties; dispense information on department policies & procedures.
8. Compile data and prepare monthly Classified Board Report, Affirmative Action Report, and monthly union reports for Local 150 and Local 950.
9. Implement payroll & benefit adjustments, grievance settlements.
10. Type and distribute personnel requisition, certification and special rules forms to the Department of Employee Relations (DER); maintain City Service files; respond to requests for information from DER and the Employees' Retirement System.
11. Type and distribute probationary reports and clerical evaluation forms; answer questions pertaining to these forms, to probationary periods, and the evaluation process.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (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; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.