



POSITION DESCRIPTION

JOB TITLE: Human Capital Assistant Job Class: 3467	
DATE	Office of Human Capital Services Various
BARGAINING UNIT:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Provides excellent customer service while assisting the Office of Human Capital Services	

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. Assists with staffing initiatives related to recruitment and hiring, employment relations concerns and record-keeping or assisting customers with benefits and insurance inquiries.
2. Prepares reports, letters and assists in record keeping and data maintenance.
3. Prepares employment verification information forms and similar information for Milwaukee Public Schools employees.
4. Performs criminal background checks for prospective employees, keys employee data and accepts paperwork related to employment with Milwaukee Public Schools (MPS).
5. Enters necessary data into PeopleSoft and other MPS databases. Uses Microsoft Office software to prepare written reports, spreadsheets and presentations.
6. Maintains employment records.
7. Files and retrieves records from both paper and electronic personnel records.
8. Answers phones and provides excellent customer service at the main reception area or in individual offices.
9. Prepares information and correspondence for mailings.
10. Actively supports the MPS Strategic Plan.

11. Performs other duties as assigned.

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

General supervision provided by the Office of Human Capital Leadership Team.

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.

N/A

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.)

Position requires a high school diploma or GED. Additional education in Human Resources is preferred.

Experience Requirements

Two years of previous experience working in a high-volume area is required.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Strong analytical and organizational skills. Accuracy with numbers, dates and spelling are critical. Must be able to prioritize tasks. Incumbent should have strong problem solving abilities and outstanding customer service skills. A demonstrated ability to work well with external customers, departmental staff, other central office departments and school staff is required. Must be able to juggle multiple tasks with varying deadlines. Computer skills to include proficiency with MS Office software and databases 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, high volume of telephone and customer work. 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.