



POSITION DESCRIPTION

JOB TITLE: Management Intern Job Class:	
DATE	Office of Human Capital Services Employee Rights Administration Department
BARGAINING UNIT: LTE – (maximum two year assignment)	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Assists with working on special projects for the Milwaukee Public Schools (MPS) Office of Human Capital Services. Contributes to the resolution of employee complaints, claims and requests related to discrimination, adverse treatment, work environment, leaves of absence (including FMLA), unemployment and other employee rights issues. Responds to questions from employees and job applicants.	

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. Reviews internal complaints and conducts investigations as assigned. Investigations may include written and/or oral questioning of the complainant, supervisors, and/or various witnesses; reviewing personnel files; and obtaining other documentation from other available sources. Makes investigation findings and presents findings to administrator.
2. Supports Leave of Absence Operations by processing leave requests including FMLA and personal leave requests.
3. Supports unemployment operations as needed, may be called as a witness in unemployment hearings to testify about personnel matters and supports investigations of formal discrimination complaints as needed.
4. Monitors compliance with Human Capital Services and Board policies, develops reports of findings and recommends methods for improvement.
5. Distributes and publishes information on the MPS portal, in MPS news releases or in letters to MPS stakeholders and the public.
6. Works collaboratively with various units within Human Capital Services and with district offices as necessary.
7. Supports the front-desk and provides customer service.
8. Actively supports the MPS Strategic Plan.
9. 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 department leader and other office administrators.

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.)

A recent college graduate with at least a bachelor's degree in from an accredited college or university (Human Resources or Administration).

Experience Requirements

No experience necessary, but human resources and/or legal experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication skills and outstanding analytical skills are essential. Effective investigation skills and the ability to write reports. Must be proficient in MS Office and have knowledge of various databases. Must be able to work effectively under time constraints. Must be able to handle multiple projects and see them through to completion. Ability to work cooperatively as well as independently is necessary.

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.