



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> Manager, Accountability and Efficiency	<b>Last Revised/Approved:</b> 05/26/2017
<b>Job Code:</b> Entered by Compensation, Office of Human Capital	<b>Reports To:</b> Position not Name
<b>Office:</b> Office of Accountability and Efficiency	<b>Department:</b> Only applicable if the Division/Department has more than one functional area.

<b>Compensation Information</b>	
<b>Pay Schedule:</b>	<b>Civil Service:</b>
<b>Pay Grade:</b>	<b>Probation period:</b> Y or N
<b>FLSA Status:</b> Exempt	<b>Length:</b> 6 months or 1 year
	<b>Term of Employment:</b> FT or LTE

**Position Summary/Purpose:**

Plans, executes and finalizes department projects/assignments according to requirements and desired deliverables. Plans and maintains procedures and policies that enable optimum efficiency of employees and resources. Coordinates the work assignment process for the office.

**Core Competencies:**

**Decision Quality & Problem Solving –**

All employees will demonstrate the ability to make decisions leading to effective solutions. Solutions must be based on factual information from resources that help benefit the organization as a whole.

**Communication & Customer Service –**

All employees will communicate effectively, taking other points of view into consideration and responding in a courteous matter. Employees should be approachable and responsive to the customer's needs.

**Professionalism –**

All employees will show effective professionalism by maintaining a strong work ethic and focus. When employees maintain positive attitudes toward one another and toward their jobs, together they will establish a positive outcome for the betterment of MPS.

**Equity, Access & Inclusion –**

All employees will show respect towards one another resulting in support of fair treatment and opportunity for everyone. Employees will also foster a climate of inclusion for all to develop solutions suited to the district.

**Essential Functions:**

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Plans, organizes and manages projects related to Office of Accountability and Efficiency responsibilities.
- Advises and makes recommendations on possible outcomes and outlines advantages and disadvantages of all options.
- Executes and manages completion of goals as outlined in project plans.
- Tracks assignment milestones and relays accurate and consistent progress reports to superiors.
- Creates measurable metrics based for projects based on desired deliverables.
- Coordinates the work for other departmental employees to assist with projects and goals.
- Stays abreast of changes in state and federal regulations affecting job responsibilities, professional certifications and job skills required for the position.
- Actively supports the MPS Strategic Plan.
- Perform other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- A bachelor's degree in finance, accounting, business administration, or related field from an accredited college or university is required.

### ***Experience Requirements:***

- One to three years of experience with at least one year of project management experience is required.
- Specialized knowledge in financial and accounting practices is required.
- Experience with Lean/Six Sigma process preferred.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Strong analytical skills and experience analyzing reports and identifying trends and variances is required.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to conform to shifting priorities, demands and timelines.
- 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.
- Ability to evaluate and recommend changes to internal and management controls.
- Experience analyzing processes, recommending improvements, and presenting results to senior management.
- Excellent computer application knowledge to include Microsoft Word, Excel, PowerPoint, and Project; Adobe Creative Suite; Web editing/HTML/CSS; and video editing software is necessary.
- Ability to gather data, compile information, and prepare reports with minimal supervision.
- Candidate should have the ability to explain complex financial issues to a wide audience.

## **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.

## **Equal Opportunity:**

Nondiscrimination

No person may be denied admission to or participation in the benefits of any public school in the Milwaukee Public Schools, or be discriminated against in any curricular, extracurricular, student service, recreational, or other program or activity, because of the person's sex, gender, gender identity, gender expression, gender nonconformity, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or

handicap, or any other characteristic protected by applicable law, including without limitation by enumeration: section 118.13, Wis. Stats.; Title IX of the Education Amendments of 1972 (sex); Title VI of the Civil Rights Act of 1964 (race, color, and national origin); and section 504 of the Rehabilitation Act of 1973 (disability). The district may operate single-gender schools and/or provide single-gender classes, in accordance with sections 118.13(1) and 120.13(37m), Wis. Stats.

Milwaukee Public Schools is committed to equal employment opportunity and non-discrimination, as required by the law for all individuals in the MPS workplace regardless of race, color, ancestry, religion, gender, gender identity, gender expression, gender nonconformity, sex, national origin, disability, age, creed, sexual orientation, marital status, veteran status, or any other legally protected characteristic or legally protected activity, such as participation in the complaint process. MPS will not tolerate illegal treatment based on a protected characteristic or activity.

Discrimination complaints in educational or employment policies and practices shall be dealt with in an expeditious and forthright manner. The superintendent shall establish procedures to process alleged discrimination complaints to implement administrative policy.

For Official Use only:

Name:

Date:

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