



OFFICE OF HUMAN CAPITAL

Job Information	
Job Title: Planning Assistant III, Hiring Operations	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code: 1129	Reports To: Manager of Operations
Office: Office of the Chief Operations Officer	Department: Department of Recreation and Community Services

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: Full time

Position Summary/Purpose:

The Milwaukee Public Schools Department of Recreation and Community Services is seeking a highly organized, and detailed oriented individual with exemplary organization and communication skills to provide operational support services for its high volume, part-time staff hiring and payroll processes. The ideal candidate possesses the ability to multi-task and manage multiple human resource related projects. The Recreation Department hires over 2,000 part-time staff on an annual basis.

Core Competencies:

Candidates must possess or have the ability to:

- Think objectively and analytically
- Thorough/attention to detail
- Strong Communication (oral/written)
- Build Collaborative Relationships

Essential Functions:

- Manages part-time recreation employee hiring process.
- Develops and maintains standard operating procedures for part-time recreation hiring process.
- Ensures hiring practices are properly implemented.
- Coordinates employee discipline process for part-time personnel.
- Maintains part-time employee database.
- Administers part-time employee compensation schedule.
- Conducts audits of employee files to ensure completeness.
- Prepares reports as necessary.
- Works collaboratively with the MPS Office of Human Resources.

Marginal Functions:

- Supports the Milwaukee Public Schools and Recreation Department Strategic Plans.
- Other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's Degree from an accredited college or university in Human Resources, Business Administration, Project Management, Finance, or related field.

Experience Requirements:

- Minimum of one (1) year of work experience working in a fast paced, professional environment preferably in an educational, business or public sector Human Resource setting.

Knowledge and Abilities:

Knowledge of:

- Human Resource practices
- Basic record keeping.

Ability to:

- Create Standard Operating Procedures
- Maintain accurate personnel records
- Follow proper Recreation part-time hiring protocols.
- Use Microsoft Word, Excel, PowerPoint, and FileMaker Pro.

Possession of:

- Valid driver's license authorizing operation of a motor vehicle in the State of Wisconsin.
- Properly insured personal vehicle for job-related travel.

Working Environment:

- Position functions in a teamwork environment.
- Position requires time in the office.

Equal Opportunity (Standard Language – DO NOT CHANGE)

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.