

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Sarah Olson
Work Phone: 266-4615
2. Class Title (i.e. payroll title):
Human Resources Analyst 3
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Mike Lipski-HR Services Manager
Work Phone: 266-4615
5. Department, Division & Section:
Human Resources Department
6. Work Address:
210 MLK Blvd Room 501 Madison, WI 53703
7. Regular daily hours of work:
800 a.m. – 430 p.m.
Hours/Week: 38.75
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible professional human resources work in the development and implementation of recruitment and selection processes, the analysis and administration of the classification and compensation program, in strategic planning with assigned City departments, and performing other related professional human resource activities and functions. Employees complete diverse human resource assignments generally within the areas of recruitment/selection, classification, and employee engagement; engage in strategic HR planning for assigned Departments/Divisions; prepare comprehensive reports and recommendations; present and defend findings; and exercise fully developed professional skills. Work is characterized by considerable judgment, discretion and expertise in the preparation and presentation of complex analysis, and the administration of programs and services, as assigned. Under general supervision, employees are expected to exercise professional judgment and discretion within established parameters.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Using the NEOGOV Applicant Tracking system, plan, coordinate, and implement recruitment and selection processes for vacant City positions.
1. Review materials submitted with requisitions to determine if appropriate classification is being requested. Develop recruitment strategy and coordinate recruitment with department/division and other stakeholders. Work with agencies to refine or revise requests.
 2. Prepare job announcement based on information in position description and related classification specification. Determine advertising locations based on research. Place ads. Determine payment processes and maintain documentation of charges/payments.
 3. Screen applications for requirements, including report of qualification for veteran's points, report of disability and/or request for accommodation in testing. Conduct complex analysis of applicants' skills and abilities to determine whether applicants meet minimum qualifications of a position. Conduct comparative evaluation analysis to determine applicants who will proceed in selection process. Solicit clarifying information from applicants as needed.
 4. Analyze job duties of position being filled and determine appropriate type of examination for the position (written, oral, performance based, questionnaire, etc.). Prepare examination material, conducting research as necessary through computerized item banks, libraries, governmental organizations and professional job experts. Coordinate and administer exams to applicants ranging in number from one to 1,000+. Convene diverse oral board panels as necessary.
 5. Develop eligible list of final candidates and refer for interview based on civil service and/or union hiring procedures. Document eligibility processes, including provision for systems of added points according to union or veterans preference provisions. Explain and defend selection process to applicants, department heads, union representatives, or legal entities.
 6. Verify information provided by applicants through appropriate sources such as employment verifications, education verifications, criminal background checks, or driver's license checks.
 7. Assist in the preparation of materials requested by legal counsel relating to various processes. Testify under oath at arbitrations, state ERD hearings, and other court proceedings.
 8. Notify applicants of their status in processes: Notice of having been screened out and of the basis for it; notice of test or other screening process; notice of test results and progress to interview, eligibility list or other status. Maintain standardized letter templates within the NEOGOV system.
 9. Assist departments in interpreting and applying collective bargaining agreements. Provide interpretation of language in collective bargaining agreements and Memoranda of Understanding as it relates to recruitment, benefits, leave, and other areas.
- 20% B. Assist in maintaining the City's classification and compensation plans.
1. Develop and maintain classification specifications for review by the HR Services Manager. Consult with department heads and supervisors to ensure class specifications are accurate in their description of duties and responsibilities, knowledge/skills/abilities, training and experience required, and other special requirements (such as CDL, physical requirements, etc.).
 2. Conduct position studies. Interview employees and supervisors to gather information regarding the duties and responsibilities assigned to a position to get accurate information. Take notes and assist in updating position descriptions as necessary.
 3. Analyze positions by making comparisons with other positions in the City to determine the appropriate classification and compensation levels. Make and defend recommendations to the HR Services Manager regarding the appropriate placement of positions within the City classification and compensation plans. Prepare memoranda outlining the reason(s) for the recommendation for review by the HR Services Manager. Prepare appropriate resolutions for Personnel Board and Common Council consideration.

4. Attend Personnel Board meetings and present information regarding classification and compensation recommendations as necessary.
5. Respond to surveys from other cities/employers regarding classification and compensation levels. Draft and send out surveys on behalf of the City as required.

- 30% C. Engage in strategic Human Resources planning with assigned departments/divisions.
1. Advise Department Heads and high-level supervisors/managers on Human Resources issues, including recruitment, hiring, filling temporary vacancies, compensation, and other issues that may arise.
 2. Interpret/apply relevant APMs, ordinances, collective-bargaining agreement provisions and other rules relating to employee leave (FMLA, Disability Leave/Layoff, etc.).
 3. Work with assigned departments/divisions during the budget process to identify new positions/classifications and conduct related position studies as appropriate.
 4. Recommend changes to organizational structures and advise on the best way to accomplish organizational change.
 5. Provide training to assigned departments on human resources issues and areas of concern.
 6. Integrate the Employee Engagement model into assigned department operations, providing training and support for supervisors/managers.

- 5% D. Engage in specialized HR projects related to Recruitment, Applicant Tracking, and related activities.
1. Maintain expertise in the City's computerized applicant tracking/employee maintenance system. Recommend improvements where necessary.
 2. Develop and maintain expertise regarding on-line testing of applicants, using the OPAC/Biddle integration with NEOGOV. Make recommendations as to process improvements.
 3. Recommend improvements to Personnel Rules, labor agreements, APMs and ordinances to meet the evolving needs of the City workforce.

- 5% E. Provide support for above and other Human Resources activities
1. Provide training and problem solving to other City employees, supervisors, and managers regarding Human Resources policies and procedures.
 2. Conduct workplace investigations as required.
 3. Provide leadership and direction to administrative staff supporting recruitment and classification functions.
 4. Other related tasks as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the theories, principles, and practices of human resource administration including civil service selection processes, classification and compensation, labor relations, organizational development, and/or affirmative action. Thorough knowledge of related legislation and professional standards. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of public/business administration principles. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, to conduct recruitments and screen applications, and to conduct research. Ability to interpret collective-bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and solicit pertinent information. Ability to analyze diverse human resources issues and to prepare and present narrative and statistical reports. Ability to develop and maintain positive relationships with the public and co-workers. Ability to show empathy and compassion in difficult situations. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to manage and control large groups of people. Ability to exercise discretion in applying rules, policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to give exams in the evenings or on weekends. Ability to exercise independent judgment and discretion in the administration of human resource programs, functions and activities. Ability to independently provide consultation to managers, supervisors and employees on human resource issues, and the development of related strategies. Ability to independently prepare, present, and defend analytic findings. Ability to provide leadership and direction to clerical and other staff. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Ability to meet the transportation needs of the position.

15. Physical requirements:

Ability to sit at a computer/work station for long periods of time. Must be able to commute from City Hall to other satellite agency locations as needed. Ability to proctor/monitor exams for small or large groups of people, at times up to 1000 individuals, such as firefighter exams. The incumbent may be expected to work evenings and/or weekends, in order to attend meetings or proctor exams. Ability to lift and carry exam materials weighing as much as 20 pounds.

16. Supervision received (level and type):

General Supervision

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.