

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 266-4615

2. Class Title (i.e. payroll title):

Administrative Clerk 1

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Greg Leifer, Employee/Labor Relations Manager

Although oversight and direction will be provided by Managers and staff of other units.

Work Phone: 266-4615

5. Department, Division & Section:

Human Resources Department

6. Work Address:

Room 501 City County Bldg.

7. Hours/Week: 38.75

Start time: 8 a.m. End time: 4:30 p.m.

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 administrative and clerical work within the Human Resources Department in the implementation and coordination of specific office functions necessitating judgment discretion and initiative of the application of City policies, procedures and processes. The incumbent will provide support to various units within HR.

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

50% A. Provide general administrative assistance to the Human Resource Director and Department as requested.

1. Process new employee hires within MUNIS.
2. Serve as receptionist for all of the areas listed above including in person and on phone inquiries.
3. Maintain electronic employee Personnel Files.
4. Prepare copies in response to Public Records Requests.
5. Purchase materials and supplies for the HR Department. Ensure adequate inventory of office supplies.
6. Prepare the Department Head Employment Contracts. Record on Legistar. Route as appropriate for signatures.

7. Assemble new employee orientation packets as needed.
8. Arrange for meetings, schedule rooms and contact participants.
9. Take ID photos for City Employees and prepare City of Madison ID.

- 30% B. Provide administrative support for the Employee and Labor Relations Unit.
1. Log in grievances and Memoranda of Understandings and put in electronic file (s)
 2. Set up, review, audit, purge and maintain Labor Relations Unit files and filing systems.
 3. Update hard copy Madison General Ordinance Manuals.
 4. Prepare ratified contracts for Common Council and Finance Committee (resolution, report, put contract on Legistar). After adoption, may prepare final document and arrange for Union and City signatures, printing and distribution.
 5. Prepare agenda and minutes for Committee on Employee Relations meetings. Gather relevant attachments and route as appropriate.
 6. Assist in preparing documents and special mailings to City Employees such as insurance enrollments and flex spending enrollment.
 7. Receive benefits applications and log, route, and file as required.
 8. Enroll employees in health insurance using the My ETF Benefits website.
 9. Schedule and log mandatory drug testing.
 10. Prepare agendas and minutes using Legistar for the Deferred Compensation Committee.

- 20% C. Provide general administrative support staff to the HR Services Unit and Employee Development and Organizational Effectiveness Unit.
1. Process a variety of employment related documents, including criminal records checks and driving abstract checks as assigned.
 2. Prepare and process the probation and trial reports.
 3. Enter training evaluations and other data into appropriate databases.
 4. Place employment ads on various websites.
 5. Prepare and record weekly message for HR Job Line.
 6. Receive incoming requests for classification studies and maintain log and files
 7. Enter the monthly Personnel Board agenda and minutes in Legistar. Ensure legislative files are routed appropriately. Prepare meeting materials to be sent out to Personnel Board members electronically and/or by mail.
 8. Respond to inquiries by looking up applicant information in NEOGOV and providing appropriate responses.
 9. Administer various examinations to applicants, reading the instructions and timing them for the correct amount of time for that specific examination.
 10. Advise the applicant of their exam score. Deal with all types of reaction, including applicants who may become distraught, irate, or otherwise.
 11. Scan exam materials for Analysts and upload to NEOGOV.
 12. Perform other related tasks as may be assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of department and office procedures, methods, and equipment, including the relevant use of computers for word processing, spreadsheet and database management. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of elementary data processing input procedures. Ability to develop, implement and monitor office procedures. Ability to organize and oversee clerical work activities. Ability to use office equipment effectively, including telephones, copiers, fax machines, computers, etc. Ability to use computer applications such as a word processor, spreadsheet, and database program. Ability to interpret regulations and make decisions within prescribed policy. Ability to independently perform a delegated office function or assume an area of administrative responsibility. Ability to prepare statistical reports. Ability to make relevant mathematical computations. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain a high level of difficult public contact, and to effectively communicate programmatic information. Ability to serve as the first level of client contact and problem resolution and to effectively refer inquiries. Ability to provide professional, compassionate and confidential customer service. Ability to understand and explain departmental or programmatic regulations. Ability to maintain confidentiality of information. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

no

15. Physical requirements:

Ability to lift 20 lbs, Ability to access City facilities in order to administer exams.

16. Supervision received (level and type):

General supervision

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attache)
 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.