

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Harper Donahue IV
Work Phone: 608-266-6511
2. Class Title (i.e. payroll title):
Human Resources Analyst 1
3. Working Title (if any):
Civil Rights Recruitment Specialist
4. Name & Class of First-Line Supervisor:
Norman Davis, Affirmative Action Manager
Work Phone: 608-267-8759
5. Department, Division & Section:
Civil Rights, Affirmative Action
6. Work Address:
210 Martin Luther King, Jr. Blvd. Room 523
Madison WI 53703
7. Hours/Week: 38.75
Start time: Monday-Thursday 7:30 a.m. End time: 4:30 p.m.
Friday 8:00 a.m. End time 2:30 p.m.
8. Date of hire in this position:
9/4/06
9. From approximately what date has employee performed the work currently assigned:
9/4/06

10. Position Summary:

This is responsible professional work in the development and implementation of focused recruitment plans and associated systems and procedures to maximize protected-class-member participation in City selection and promotion employment processes. The position provides consultation and coordination consistent with this role and the mission of the Department of Civil Rights. The position exercises fully developed professional skills in several program areas. Under general supervision the position is required to exercise professional judgment and discretion within established parameters and to develop and implement activities in support of department goals.

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

- % A. Plan, coordinate and conduct meetings, training sessions and support activities to encourage minority recruitment for City of Madison positions.

1. Develop and conduct outreach workshops and individual coaching sessions, providing information about City employment, other employment, career preparation, application and interview skills for community groups (e.g., Urban League, YWCA, Boys and Girls Clubs, area schools and other groups).
 2. Identify needs of groups and tailor presentations to group requirements, including age and levels of application and work experience.
 3. Create and provide relevant materials to support training and workshops.
 4. Identify and develop strong working relationships with community and professional organizations.
 5. Develop and recommend systems and procedures to assisted protected-class group members in obtaining appropriate City employment and/or obtaining promotions.
 6. Provide consultation and support to potential applicants in understanding and effectively pursuing employment efforts at every level.
 7. Maintain an Activity Log documenting community outreach events.
 8. Conduct City training sessions regarding policies and procedures for officials, managers and staff according to established training programs.
 9. Assist Job Skills Bank applicants in job search efforts through consultation, referrals and support.
 10. Conduct training sessions and consultation with companies and vendors to ensure compliance with the City of Madison Affirmative Action Plans.
 11. Provide technical assistance and training for City staff in recruitment and employment activities (e.g., presentation on hiring practices to City department Civil Rights Coordinators).
 12. Work with various City policy bodies, boards and commissions to achieve related goals and objectives and to effectively integrate their ideas and perspectives.
- % B. Develop, recommend and implement systems and procedures to assist City agencies in preparing long-term and/or strategic recruitment plans to address diversity goals.
1. Work closely with HR Department and other agencies to maintain a high level of awareness of all relevant recruitment and selection procedures, processes and techniques, including professional standards, civil service procedures and relevant labor agreement provisions.
 2. Identify print publications and internet sites appropriate for position recruitments.
 3. Perform special-emphasis recruitment efforts to support and/or supplement HR and/or other City agency efforts to hire or promoted protected-class group members.
 4. Identify and develop close working relationships with recruitment sources within educational, professional, vocational, governmental and apprenticeship programs and related organizations. Develop effective partnerships and resource-sharing relationships.
 5. Provide technical assistance for City staff in planning and recruitment efforts.
 6. Review employment selections and related monitoring for EEO/AA compliance.
 7. Identify underutilization and/or review representation for positions.
 8. Maintain current diversity recruitment resource list on EmployeeNet.
- % C. Plan and implement data collection, monitoring and analytic reporting of City hiring and employment information.
1. Identify meaningful measures of department and City employment of protected-class-group members (e.g., data comparing number of applications submitted by protected-class-group members with number of applicants selected for vacant positions).
 2. Prepare reports. Make recommendations with regard to data and to related policy.
 3. Provide information to departments and groups to allow them to effectively understand and use data.
 4. Review data to identify issues of importance for supervisor, department and the City.
 5. Develop and/or recommend enhancements to recordkeeping and statistical assessment processes and tools.
- % D. Administer the Affirmative Action Student Professionals in Residence (AASPIRE) program for the City of Madison.

1. Develop City agency planning for internships and assist them in planning activities.
2. Develop job announcement and distribute announcement to appropriate places for recruitment.
3. Screen applications and match applicants with agency requirements.
4. Assist agencies by facilitating certification and hiring processes.
5. Coordinate internship retreat and activities.
6. Provide technical assistance to internship supervisors.
7. Maintain data and records of AASPIRE program activities.

% E. Perform investigations, studies and duties in support of department activities.

1. Conduct investigations of APM 3-5 violations.
2. Conduct contract compliance investigations.
3. Staff the Martin Luther King, Jr. Humanitarian Award Committee.
4. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Knowledge of human resources administration with emphasis on affirmative action activities. Working knowledge of the theories, principles and practices of civil service selection processes, classification and compensation and labor relations. Working knowledge of related legislation and professional standards. Knowledge of public/business administration principles. Ability to exercise independent judgment and discretion in the administration of programs, functions and activities. Ability to independently provide consultation to managers, supervisors and employees on human resource and affirmative action issues and the development of related strategies. Ability to independently prepare, present and defend analytic findings. Ability to provide leadership and direction to others. Ability to use computers to develop and maintain records, draft correspondence and reports, and to prepare statistical analyses. Ability to interpret collective bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and investigations and to solicit pertinent information. Ability to analyze diverse human resources and affirmative action 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 demonstrate empathy and compassion in difficult situations, to deal tactfully and courteously with people and to manage and control groups of people. Ability to exercise discretion in applying rules, policies and procedures. Ability to communicate effectively orally and in writing. Ability to attend or conduct meetings in the evening or on weekends.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license and/or ability to otherwise meet the transportation requirements of the position.

15. Physical requirements:

Ability to access work station, offices and meeting rooms, work at a computer terminal, and manage office supplies, presentation materials. Ability to operate a motor vehicle or otherwise meet transportation requirements of the position.

16. Supervision received (level and type):

General supervision by supervisor and review of results.

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.