CITY OF MADISON POSITION DESCRIPTION

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

   Currently underfilled

   Work Phone: 266-4615

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

   Human Resources Analyst IV

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

   Kurt Rose, Employee and Labor Relations Manager

   Work Phone: 266-4615

5. Department, Division & Section:

   Human Resources Department
   Employee and Labor Relations Unit

6. Work Address:

   215 Martin Luther King Jr. Blvd, Madison, WI 53703

7. Regular daily hours of work:

   800 a.m. – 430 p.m flexible.

   Hours/Week: 38.75

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

NA

RETAIN COPIES FOR AGENCY FILE AND EMPLOYEE RECORDS

10. Position Purpose:

This position is core to ensuring high quality jobs toward effective recruitment and retention of the City's workforce through evaluation, development, implementation, and communication regarding the City of Madison's Benefits Program. The Employee and Labor Relations Unit's goal is to provide support to agencies and individuals in developing a healthy, high-performing, self-renewing organization.

11. Position Summary:

This is responsible professional and supervisory work human resources work in the development and implementation of employee and labor relations and employee benefits, and other related professional human resource activities and functions. This work is characterized by a high degree of knowledge, judgment, and initiative in planning, overseeing, and implementing the City's Benefit Programs and FMLA. Under the general supervision of the Employee and Labor Relations Manager, the incumbent is expected to prepare comprehensive reports and recommendations; present and defend findings; and exercise professional skills.

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

60% A. Plan, coordinate, and implement employee benefits program

1. Plan and administer the City of Madison employee and retiree benefits.

2. Provide information and guidance to employees regarding City of Madison benefits, retirement and leave policies.

3. Lead committees and cross-functional groups in the analysis, development, and planning relating to benefits administration.

4. Coordinate the annual enrollment process for such benefits as health insurance, dental insurance, and flexible spending accounts.

5. Oversee leave programs (e.g., Family and Medical Leave, AWOP, Disability Leave/Layoff, sick leave, and bereavement leave).

6. Oversee the claims processing and other enrollment and recordkeeping functions, including the audit of City benefits and related records.

7. Provide consultation to managers, supervisors, and/or employees on human resource policies, procedures and practices related to employee benefits.

8. Oversee development and delivery of the orientation for new employees regarding City benefits programs and policies and procedures.

9. Conduct surveys of comparable cities regarding wages and significant benefit changes, and compile summary of information obtained.

10. Develop contract proposals and negotiation strategy related to benefits and forward to the ELR Manager, HR Director and the Mayor for their approval.

35% C. Engage in specialized HR projects related to employee and labor relations, benefits, and related activities.

1. Conduct special studies and analysis as assigned. Prepare and present narrative and statistical reports.

2. Meet with City department heads and employee representatives to obtain their feedback regarding any changes to existing benefits that impact employees, departmental needs, and the City a whole.

3. Periodically evaluate health, dental, vision, wage, life insurance, flex spending, deferred compensation and wellness policies and programs for efficiency and effectiveness. Work with City Finance to ensure all benefits meet program goals and requirements. Make and defend recommendations.

4. Participate in the formulation of human resource policies and procedures.

5. Develop and participate in organizational development and/or training activities, as assigned, including the development and presentation of related materials.

6. Assist in the preparation of materials requested by legal counsel as it relates to various processes.

7. Assist in the investigation of employee misconduct

8. Testify under oath at arbitrations, state ERD hearings and other court proceedings.

9. Manage and implement a benefits communication plan to ensure adequate dissemination to employees and participants of City benefit programs.

10% D. Supervise Benefits Unit employees

1. Supervise Benefits staff including hiring, developing, on going coaching, monitoring, recognizing performance, and taking corrective action when necessary. Approve payroll and leave.

2. Set timelines and assign and review work completed by staff and monitor for quality.

3. Work with the Employee and Labor Relations Manager to oversee work unit workplan, and identify areas for improvement and innovation related to the employee and labor relations program.

4. Identify new labor relations practices and procedures and recommend implementation.

5. Remain current on new laws and rulings that impact labor and employment and educate appropriate staff.

5% E. Professional Development and support of Human Resources activities

1. Work with the Employee and Labor Relations Manager in the development of the HR work plan, identifying areas for improvement and innovation related to employee benefits and the employee and labor relations program.

2. Engage in professional development activities designed to achieve proficiency in employee benefits programs, employee and labor relations, interest based problem solving and related areas.

3. Attend trainings and other professional development opportunities to learn and stay current with applicable laws and new laws and rulings that impact benefits and employee and labor relations

4. Communicate with central payroll any and all changes that occur that effects an employee payroll, seniority, employment or other related items that impact the Payroll Unit.

5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the theories, principles, and practices of human resources administration, employee benefits administration, and employee and labor relations. Thorough knowledge of related legislation and professional standards. Thorough knowledge of and ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Thorough knowledge of public/business administration principles. 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 effectively evaluate benefits programs and provide recommendations related to necessary changes. Ability to effectively research labor relations and employee issues and precedents, including using search tools such as Lexis or Westlaw. Ability to calculate contract/proposal costs, including using spreadsheets and databases where appropriate. Ability to deal tactfully and firmly through conflict and emotional encounters. The ability to recognize trauma. 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 maintain adequate attendance.

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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. The incumbent may be expected to work evenings and/or weekends, in order to attend meetings.

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.