



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Analyst I, Employee Rights	Last Revised/Approved: 6/3/2021
Job Code:	Reports To: Manager, Employment Relations
Office: Office of Human Resources	Department: Employment Relations

Compensation Information	
Pay Grade: 05A	Pay Range: \$56,502 – 81,296
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Assists in the administration of Employee Rights programs including Equal Employment Opportunity (EEO) compliance, leaves and unemployment. Investigates and helps resolve workplace conflicts involving EEO, harassment and bullying. Supports unemployment operations, which includes developing/sending responses to claims and attending unemployment hearings as a representative or witness. Analyzes, evaluates, monitors and prepares recommendations regarding leave administration, Assists in the administration of the leave program as needed by: engaging with employees who need leave requests; securing/reviewing documentation supporting leave requests; determining whether leave requests should be approved based on documentation; entering leave data, processing payroll information and coordinating the entry of leave data with third-party FMLA leave administrator (which includes running various reports and following complex processes to replace non-FMLA absences with FMLA absences); and facilitating payroll adjustments.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Assists with a variety of projects including program design, analysis, administration and implementation of the EEO/Bullying/Harassment program, leave programs and unemployment response systems.
- Responds to routine issues and questions from departmental managers, supervisors, Office of Human Resources (OHR) staff and other district employees regarding the EEO/Bullying/Harassment program. Investigates various EEO/Bullying/Harassment complaints and recommends dispositions.
- Investigates unemployment claims, provides responses to State, and attends unemployment hearings as a representative or witness.

- Implements and audits leave entries and pay related to leaves and leave adjustments.
- Assists with the development and maintenance of EEO data.
- Assists with maximizing HRMS capabilities to administer all leave programs effectively and efficiently.
- Works with OHR and the Office of Finance staff to assist in the entry and administration of various leave plans.
- Assists in the development of communication materials related to Employee Rights programs and provides training as needed.
- Develops and documents procedures in order to meet compliance requirements, streamline current processes and strengthen internal controls.
- Keeps abreast of changes in the EEO, leave and unemployment fields by reading journals and attending seminars and training classes.
- Actively supports the MPS Five Pillars of Success.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a Bachelor's degree in Human Resources, Business Administration, Finance or a related field.

Experience Requirements:

- Previous experience in EEO services, unemployment and/or leave administration.
- Human resources administration in a high-volume transaction environment is preferred.
- Experience with an automated HRMS, preferably PeopleSoft is required.
- Previous experience in a public sector environment is desired.
- ***A combination of education and experience may be considered.***

Knowledge, Skills and Abilities:

- Working knowledge of leave administration, unemployment compensation and EEO, policies, procedures and practices and their application in a public sector environment is required.
- Must be able to make administrative and procedural decisions and judgements.
- Highly detailed with an emphasis on accuracy, coupled with the ability to see the broader picture.
- Strong interpersonal skills and ability to communicate both orally and in writing and to deal effectively in a team environment is required.
- The ability to maintain records and knowledge of computerized information systems used in human resources applications is required.
- Must be able to analyze records and write accurate responses.
- The ability to plan, coordinate and administer complex administrative systems and processes in a computerized environment is required.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Strong computer skills, to include database management, and advanced skills in MS Word, Excel and PowerPoint.
- Strong analytical skills and the ability to handle multiple projects with varying deadlines are required.
- Strong project management skills.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment

- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

Physical Demands:

- General office environment, must be able to handle light lifting and occasional standing, bending.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

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 requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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 Resources.