



Administrative Services Officer II

ROLE SUMMARY

Under general supervision, functions in an administrative/supervisory capacity as a personnel administrator for the Civilian Office of Police Accountability (COPA), performing professional personnel administration functions and supervising staff performing related personnel and administrative functions, and performs related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

ESSENTIAL DUTIES

- Acts as a department's personnel administrator, administering personnel programs and supervising staff carrying out personnel activities, personnel processing, and records maintenance.
- Works with managers to coordinate the interviewing, hiring, and processing of departmental employees.
- Prepares and oversees the preparation and processing of personnel forms to initiate personnel actions (e.g., appointments, promotions, separations, leaves of absence, accidents, medical and drug screens, other personnel transactions).
- Oversees the maintenance of timekeeping records and the preparation and processing of payrolls.
- Provides information and responds to employee inquiries regarding benefits, pay, and personnel programs and policies.
- Provides new employee orientation and coordinates training and staff development activities.
- Interprets and explains personnel policies and procedures to managers and supervisors.

- Acts as liaison with other City departments regarding the processing of personnel and payroll actions and the administration of personnel programs.
- Coordinates work efforts with the Department of Human Resources on matters relating to classification, recruitment, employee selection and hiring procedures, and other areas of personnel administration.
- Advises managers in initiating, responding to, and resolving issues relating to employee grievances and disciplinary actions.
- Prepares department's response to equal employment opportunity complaints and discrimination charges.
- Prepares reports regarding overtime costs, staffing, and personnel activities for management review.
- Oversees special programs or projects (e.g., student intern program).
- May serve in a specialized function for the department (e.g., facilities manager, telecommunications liaison).
- Assists in preparing the department's operating budget.
- Processes and monitors unit's expenditures and maintains related budgetary records (e.g., tuition reimbursements, mileage checks, jury duty checks, petty cash reconciliation, purchase of supplies).

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus two years of professional personnel experience, or an equivalent combination of education, training and experience.

“Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.