



Administrative Services Officer I

ROLE SUMMARY

Under supervision, acts as a personnel officer, administering personnel functions and providing administrative support to the personnel administrator for the Civilian Office of Police Accountability (COPA), administers personnel operations and supervising payroll and personnel processing 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

Salary: Starting at \$59,184

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 personnel officer, administering personnel programs and personnel processing operations, maintaining employee personnel records, and interpreting personnel policies and procedures to employees.
- 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).
- Maintains and supervises staff maintaining timekeeping records and preparing and processing payrolls.
- Provides information and responds to employee inquiries regarding benefits, pay, and personnel programs and processes.
- 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.
- Monitors and participates in the processing of employee grievances and disciplinary cases.
- Prepares reports regarding overtime, staffing, and personnel activities for management review.
- Assists in annual budget preparation by providing staffing and payroll cost information, as required.
- 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 one year 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.