



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-122	POSITION TITLE: Human Resources Specialist
OPENING DATE: 5/26/2023	CLOSING DATE: Open Until Filled
SALARY RANGE: CS-0201-12 \$80,794 - \$103,333	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Human Resources Office
TYPE OF APPOINTMENT: Career Service	DURATION OF APPOINTMENT: Full-Time
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

The position description depicts generalized duties and responsibilities required of a Human Resources (HR) Specialist for an agency as a whole. The agency Human Resources Specialist provides: (1) human resource management (HRM) services that strengthen individual and organizational performance, which enables the District government to attract, develop and retain a well-qualified, diverse workforce; and (2) leadership, strategic planning, direction, and consultation to the agency on human resource issues.

The Human Resources Specialist serves as liaison between the agency and the D.C. Department of Human Resources, and as the initial HR point of contact for the agency. Incumbent is responsible for: providing the full range of technical, assistance, guidance, and advisory services to managerial, supervisory, and nonsupervisory staff in the management of human resource activities for the agency; and resolving human resource and administrative issues/problems which he/she must provide the stimulus of resourceful leadership. The work involves the development and submission of HR (personnel action) requests related to recruitment, staffing, position classification, employee and labor relations, training, record management, incentive awards, proposal for adverse action, grievances and appeals, performance evaluations, tours of duty, leave and pay administration, and other human resource matters.

MAJOR DUTIES:

Depending on the agency to which assigned, the incumbent may perform any combination or all the following duties:

- Prepares position vacancy announcements, in collaboration with the manager, supervisor or other senior level staff, comparing the vacancy announcement with the position descriptions. Reviews vacancy announcements for quality and accuracy to advertise jobs. In conjunction with the hiring manager, assures that position vacancies are posted in the appropriate media, including newspapers, list serves, and websites.
- Interprets, analyzes, and evaluates problems in an effort to improve organizational structure, which includes developing and presenting recommendations and options to avoid or resolve problems. Participates in studies of organization to determine immediate and long-range needs and advise on approaches to improve overall effectiveness.
- Develops, analyzes, and evaluates administrative procedures, functions, controls, and systems for the agency. Researches, interprets, and applies various pertinent laws and standards including District and Federal regulations and procedures related to personnel matters and administrative issues/problems.
- Maintains and utilizes the District's employee benefits program to effectively research, analyze, investigate, resolve, and audit employee's general and specific inquiries, problems, or discrepancies. Assists employees with understanding their benefit options, associated costs and other considerations by providing them with materials, information and analyses warranted by the situation.
- Participates in the development of various forms, statistical reports, and narrative reports requested by agency management and DCHR. Assures that agency managers and supervisors understand them, through trainings, coaching, and other means which include policies, notices, issuances, etc.
- Explores all possible sources of job applicants to include re-employment priority and displaced employee programs. Analyzes mission and functions in view of the current labor market to ensure the recruitment of the best-qualified applicants.
- Identifies, develops, and maintains ongoing recruitment sources including, but not limited to, community relationships, job fairs, college recruiting, networking with community and professional based organizations, and print media. Research market trends to understand the complexity of staffing and equitable compensation.
- Responds in writing or verbally to written and oral requests for information from constituents, peers, employees, and other District and Federal agencies.
- Attends meetings and participates, as needed by making presentations and providing background information.
- Perform other job-related duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Thorough knowledge of and skill in applying HR recruitment, staffing and placement principles, concepts, practices, laws, regulations, policies, and precedents sufficiently to provide HR management advisory and technical services on organizational functions and work practices.
- Thorough knowledge of and understanding of the principles and methods of job analysis.

- Thorough understanding of the relationship of other specialized fields of HRM, such as position management, succession planning, and workforce development.
- Thorough knowledge of, and the ability to understand and apply District, federal and other applicable personnel laws, rules, and regulation in order to complete work assignments related to competitive and non-competitive HR actions in an accurate manner.
- Thorough knowledge of analytical, research and evaluative methods; interviewing techniques and methods; and skill to plan and organize the work; to deal with issues and problems; to identify and isolate controlling issues for situations; and to understand the nature of the problems.
- Ability to make logical and objective determination of pertinent facts.
- Thorough knowledge of customer service theories and practices, business process redesign practices, project management, and program evaluation.
- Skill in written and oral communication sufficient to prepare and present findings; to carry out specific actions regarding issues; to prepare reports and findings with recommendations; and to make presentations.
- Understanding of the Equal Employment Opportunity (EEO), the American with Disabilities Act (ADA), and special emphasis employment programs. Understanding of labor-management relations, and of the union contract which supports union employees.
- Demonstrated computer skills using various Microsoft software packages (i.e., Word, Excel, PowerPoint, Outlook), HRIS software and payroll modules in PeopleSoft.

FACTOR 2 - SUPERVISORY CONTROLS:

The supervisor outlines overall objectives and available resources. The incumbent in consultation with supervisor discusses timeframes, extent of the assignment including perspective timeframes and steps involved to accomplish desired results. The incumbent independently determines the most feasible methods and approaches to be taken in completing assignments. The supervisor reviews completed work for soundness of overall approach taken effectiveness in meeting requirements or producing expected results, and the feasibility of recommendations, and adherence to guidelines.

FACTOR 3 – GUIDELINES:

Guidelines include D.C. Law 2-139; the District Personnel Manual; applicable federal and District personnel regulations; qualification standards; District government policies and procedures; budgetary constraints; payroll procedures; Mayor's Orders; and other pertinent agency, and District government policies and procedures. Guidelines provide a general outline of the concepts, methods, and approaches of human resources management to be followed. Available guidelines at this level are often conflicting. The incumbent uses initiative in researching and implementing new methods and procedures.

FACTOR 4 – COMPLEXITY:

The work typically includes varied duties that require many different and unrelated processes and methods of handling and solving. Decisions regarding what needs to be done include the assessment of unusual circumstances, variation in approach, and incomplete or conflicting data.

The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.

FACTOR 5 - SCOPE AND EFFECT:

The work involves providing advice and assistance to managers, supervisors, and administrative officials on a variety of HR matters to include technical advice associated with human resource activities for the agency. The work contributes to the objectives and efficiency of agency activities which ultimately affects the resolution of problems that promote the overall quality, effectiveness, and efficiency of the agency's mission and operation.

FACTOR 6 - PERSONAL CONTACTS:

Contacts are with agency Director, administrators, managers, supervisors and employees, DCHR management and staff, HR organizations in other District government agencies, staff representatives within the Executive Office of the Mayor and the Office of the City Administrator, state, local and federal governments, private businesses, colleges/universities, community organizations, and job applicants.

FACTOR 7 - PURPOSE OF CONTACTS:

The purpose of contacts is to provide information; influence, motivate, persuade and negotiate human resources issues; identify problems; secure and gain compliance; and obtain mutual commitments on basic policies and regulations regarding management requirements and human resources functional program policy requirements. Must be skillful in approaching the contacts to obtain the desired effect.

FACTOR 8 - PHYSICAL DEMANDS:

The work is sedentary. Work may require walking and standing in conjunction with travel to meetings and conferences away from the worksite. The work does not require any special physical effort.

FACTOR 9 - WORK ENVIRONMENT:

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

HOW TO APPLY:

Please send your cover letter and resume to Mical Owens, Human Resources Director at jobs@dccouncil.gov .

No phone calls or recruiters please.

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation.

COVID-19 VACCINATION POLICY:

The highest priority for the Council of the District of Columbia (“Council”) is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees’ well-being, as well as the health and safety of our volunteers, contractors, and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL’S HUMAN RESOURCES DIVISION