Job Title:	Human Resources Specialist (Em
Requisition Number:	JO-1505-2422
Grade:	13
Salary Range:	$76,397.00 - $98,429.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	5/14/2015 - 5/24/2015

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HUMAN RESOURCES SPECIALIST (EMPLOYEE & LABOR RELATIONS)
CS-0201-13
$76,397 - $98,429

Job Summary
This position is not in a collective bargaining unit (non-union)

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.
This position is located in the Department on Disability Services (DDS), Human Capital Administration (HCA). The mission of the HCA is to assure comprehensive and efficient human resource services for DDS. The Human Capital Administration plans, develops, and administers human resources services and provides position classification, position management, staffing and recruitment, employee and labor relations; staff development and training, program evaluation, records management; employee assistance; and management advisory services. This position is the primary contact for managers and supervisors in resolving employee and labor relations issues.

The incumbent will be expected to provide information and prepare comprehensive recommendations to ensure the development and implementation of the employee and labor relations program. Assist in developing approaches, proposals, and plans to handle a variety of issues with controversial, sensitive, and political implications.

Participate in administering the sensitive and pivotal collective bargaining units; serving as spokesperson in collective bargaining negotiations as needed; representing management in employee, unfair labor practice, grievance and arbitration proceedings; serving as liaison with labor and employee organizations, and other organizations; and representing management in labor-management cooperation activities.

Participate in union contract analyses during negotiations and evaluates operations and fiscal impacts. Make recommendations on policy options and resource allocation decisions, which facilitate effective and efficient operations. Assist in the development of collective bargaining positions, ground-rules, proposals and counter-proposals, compromises, strategies and tactics.

Provide comprehensive briefings and instructions to all participants to insure a professional and persuasive presentation of management's position. Analyze impact of far-reaching union proposals on DDS and prepares solidly grounded counter-proposals within limits established at pro-negotiation meetings of the team.

Exercise responsibility for a wide range or ER functions including grievances and appeals, adverse actions, and employee discipline issues. Exercise responsibility for sensitive employee relations cases and issues. Serve as liaison with management and employees on ER activities.

Utilize a high degree of expertise and judgment in assessing situations, anticipating issues, identifying and exploring alternatives, outlining options, and recommending approaches. Design databases, spreadsheets, and visual and written employee and labor relations materials for informational and persuasive presentations.

Perform other duties as assigned.
Collective Bargaining Union (Union)
This position is not in a collective bargaining unit.

Qualifications

Must meet all the minimum qualifications listed below.
Licensures, Certifications and other requirements
NONE
Education
Minimum requirement: A high school diploma; bachelor's degree preferred. Equivalent combination of education and work experience is considered.
Desirable Qualification
Graduated from an ABA accredited law school with a Juris Doctor Degree
Work Experience

At least 5 years of specialized experience in applying employee relations concepts, laws, policies, practices, and analytical methods and techniques to employee and management issues; provide advisory services to managers orally and in writing.

Work Environment

The work is primarily sedentary. Typically, the incumbent sits comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, or driving an automobile. No special physical demands are required to perform the work.

The work is performed in an office setting. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries or commercial vehicles. The work area is adequately lighted, heated and ventilated.