

Job Title: Human Resources Specialist  
 Requisition Number: JO-1506-2627  
 Grade: 09  
 Salary Range: \$44,478.00 - \$57,267.00  
 Promotion Potential: No  
 Agency: Disability Services  
 Location: 1125 15th St NW  
 Area of Consideration: Open to the Public  
 Opening/Closing Date: 6/11/2015 - 6/21/2015

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**HUMAN RESOURCES SPECIALIST**  
**CS-201-09**  
**\$44,478 - \$57,267**

**Job Summary**

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, Human Capital Administration. The incumbent is expected to perform a variety of tasks to provide support in the Administration. Provide technical support and assistance in providing human resources services. Examine proposed actions, including promotions, transfers, recruitment, resignations, retirement, and classification actions. Make determinations regarding the accuracy and completeness of materials, securing additional personnel data and other information as appropriate. Receives, reads, and distributes incoming personnel actions, mail, reports, and other documents. Answer telephone and visitor inquiries relative to activities of the office. Screen telephone calls and visitors. Presents materials of an urgent nature to supervisor and attaches background material as necessary.

Maintains close working relationships with other staff in order to provide information about actions and organizational needs. Assist in keeping program and management officials apprised of the availability of candidates, appropriate procedures, and time frames required to accomplish actions. Advise management concerning documents submitted in support of classification activities. Ensure accuracy, making corrections as necessary. Handle personnel actions for positions not requiring higher level expertise. Review draft position descriptions and indicates problem areas that need to be addressed.

Assist employees and management officials in resolving on-the-job problems. Assists in identifying and discussing issues; explores alternatives; and provides advice on the resolution of problems, employee and management rights, obligations, disciplinary and corrective measures, and appeal rights. Assist new employees in the completion of security forms. Collects and disposes of badges after the separation process.

Conduct new employee orientation. Administer the Oath of Office to new employees. Explains hours of work and leave accrual, describes local facilities, and provides information concerning the Employee Health Benefits Program such as eligibility, enrollment, cost, coverage, and time limits for filing forms. Perform a variety of tasks, including counseling management, employees and beneficiaries on program coverage, options, variances in coverage and advantages and disadvantages of benefits.

Resolve problems in the administration of the program. Interprets and explains to employees the relationship of the various retirement and insurance programs to other retirement and insurance programs. Interprets, applies and explains retirement and insurance regulations and procedures to employees. Perform other duties as assigned.

**Qualifications**

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to human resource management. Examples: assisting with projects in support of human resources initiatives; assisting with the set up and delivery of on-site training/workshops; researching human resources guidelines and regulations.

**Education**

Minimum requirement: A high school diploma; education and work experience considered. A bachelor's degree in Human Resource Management or other related area preferred.

**Non-Union**

This position is not in a collective bargaining unit

**Work Experience**

Experience, which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge and principles, concepts and practices applicable to human resource management. Experience using computers and HR information systems.

**Licensures, Certifications and other requirements**

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), AV equipment"

**Work Environment**

The work is sedentary. Some work may require walking in offices and other areas for meetings and to conduct HR work. Must be able to carry moderately heavy items such as employee files and other objects and is required to execute an effective level of dexterity to file items in the Official Personnel Folder and other files.

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