



UNITED PLANNING ORGANIZATION

POSITION: Human Resources Compliance Specialist
DEPARTMENT: Office of Human Resources
BULLETIN No: 01012012
SALARY RANGE: \$50,000-\$60,000 annually
OPENING DATE: 01/09/2012
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

Brief Description: Strong knowledge of employment law, ability to research, analyze and apply federal and state laws. Ability to research and analyze state and federal regulations as it pertains to internal programs. Responsible for managing the HR compliance requirements of internal programs to include monitoring, tracking and reporting progress. Responsible for the EEO1 and First Source reporting. Responsible for drug and alcohol program management for DOT and Non-DOT employees. Responsible for managing the criminal background process as required by internal programs. Conduct periodic internal reviews or audits to ensure that programs are in compliance. Provide assistance to internal and external auditors in compliance reviews. Manage the performance evaluation process. Responsible for implementation of compliance training strategies, plans and processes to support departmental goals. Provide employee training on compliance related topics, policies or procedures. Assist in the investigation of employee complaints and grievances.

Minimum Qualifications: Bachelor's degree in Human Resources or related field with 3-5 years experience. Excellent MS Office skills, knowledge of HRIS systems and ability to work independently. Proven excellent communication, excellent writing, and organizational and verbal presentation skills.

Desired Qualifications: Bachelor's degree and 5 years of experience in Human Resources and drug and alcohol testing.

Other Requirements: In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI Fingerprinting, pre-employment physical examination and drug screening as applicable for the position.

This position is NOT in the collective bargaining unit.

Apply on-line at upojobs@upo.org or Fax resume at (202) 319-3237
Apply within at Human Resources, 301 Rhode Island Ave., NW, 1st Floor
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