

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

The Office of Human Resources is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter who is able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external customers. The final candidate will need to have the right complement of skills, personality, and professionalism.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION:	Human Resources Compliance Specialist
DIVISION/OFFICE:	Office of Human Resources
BULLETIN No:	13092019
SALARY RANGE:	\$57,000 - \$60,000 per year (commensurate with experience)
OPENING DATE:	September 13, 2019
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

JOB SUMMARY:

Responsible for: adhering to program-related compliance policies and procedures; monitoring, tracking and reporting HR compliance requirements of internal programs; completing and filing various government reports; i.e., EEO-1, DC Government First Source, etc.; administering the company’s drug and alcohol program; managing the criminal background check process as required by internal program funders; and, maintaining the accuracy and integrity of employee personnel files

BRIEF DESCRIPTION:

- Responsible for managing the HR compliance requirements of internal programs to include monitoring, tracking and reporting.
- Responsible for drug and alcohol program management to include post-accident, random and discretionary testing.
- Responsible for managing the criminal background check process as required by internal program funders, which includes processing, retrieving and reviewing results from the various agencies.
- Complete and file, with regulatory agencies, appropriate compliance reports such as EEO-1, First Source Reporting and other required reports.
- Conduct periodic internal reviews and/or audits to ensure that program compliance documents are current and accurate.
- Provide employee training on compliance related topics and policies during on-boarding, new hire orientation and as required.

- Lead the annual maintenance review of employee personnel files, ensuring that each employee has all required documents including job description, performance evaluation, and policy acknowledgements.
- Review the completed personnel file for each new hire for quality assurance to ensure accuracy and integrity of the file.

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resources or related field with 3-5 years of general HR experience, or 5-7 years of progressive HR experience to include HR records management, maintenance, and retention. Knowledge of HRIS systems, preferably ADP, and ability to work independently, with minimal supervision. Requires the ability to meet regular, consistent multiple deadlines.

Must have a sharp eye for detail, to read and comprehend laws, regulations, contracts and documentation related to UPO's program compliance.

Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Five years of progressive experience in Human Resources program compliance as described in the duties and responsibilities of this position.

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, as well as pre-employment drug screening, as applicable for the position.

To be considered for this position:

Submit your resume to upojobs@upo.org or fax your resume to 202/319-3237.