

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.**

**Ability to prioritize tasks, analyze data, problem solve, think critically and create and improve organizational systems. Proven success in improving work processes and leading change in a complex environment. Excellent critical thinking skills and the ability to effectively solve problems.**

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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Human Resources Generalist  
**DIVISION/OFFICE:** Office of Human Resources  
**BULLETIN No:** 01022020  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** February 26, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**JOB SUMMARY:**

Perform a variety of HR administrative processes. Assist in the execution of human resources policies and procedures. Assist in carrying out responsibilities in the following functional areas: compensation and benefits administration, employee relations, performance management, recruiting, training, and compliance. Work closely with the Vice President and Director of Human Resources.

**BRIEF DESCRIPTION:**

- Strong knowledge of employment law, research, analyze, and apply Federal and State regulations as required; remain current and maintain compliance.
- Respond to routine HR inquiries from staff and management utilizing established policies and procedures.
- Assist in writing and revising policies, procedures, and related documents as needed; responsible for producing the final written document as required.
- Assist in the preparation and execution of the Employee Handbook and the Collective Bargaining Agreement; responsible for producing the final written document as required.
- Assist in and monitor the performance management process; assist in revising as required.
- Assist in matters of employee relations to include research, investigations, and communication; responsible for producing the final written document as required.

- Maintain the Standard Operating Procedures (SOP) and HR processes for the Office of Human Resources; update documents as required.
- Assist in developing human resources solutions by collecting and analyzing data and trends.
- Provide personnel policy and procedure guidance to employees and management.
- Provide assistance, resources, and support in the creation and execution of job descriptions.
- Support and serve as back up to compensation and benefits administration.
- Assist with new hire orientation as needed.
- Review the completed personnel file for each new hire for quality assurance to ensure accuracy and integrity of the file.
- Assist in the coordination of meetings and activities of the HR Board Committee.
- Assist in planning, managing, and communicating special projects and programs such as employee recognition and employee satisfaction surveys.
- Assist in other functional HR areas such as recruiting, compliance, and training, as required.
- Assist with the reconciliation of invoices and preparing vouchers for payment to vendors.
- Process employee verifications.
- Compose, edit, and proof documents and correspondence as required. Develop letters, memos, and other correspondence as required.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Human Resources or related field. Three to four (3-4) years of progressive experience working in a Generalist capacity. Excellent MS Office skills (particularly Word, Excel and PowerPoint), knowledge of employment laws and policies, and HRIS systems (ADP preferred). Must have ability to maintain confidentiality, manage multiple projects and possess problem-solving and crisis management skills. Must be self-directed, detail-oriented, organized, and able to work with minimal supervision. Must have a sharp eye for detail and be able to read and comprehend laws, regulations, contracts, and documentation related to UPO's programs.

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:**

Four-five (4-5) years of experience working in a Generalist capacity. Experience in a Union environment desired, strong knowledge of employment laws and policies, excellent writing, organizational and verbal presentation skills.

**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](mailto:upojobs@upo.org) or fax your resume to 202/319-3237.