

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.

We are looking for someone with the ability to prioritize tasks, analyze data, problem solve, think critically and create and improve organizational systems. We need someone who is able to improve work processes and lead change in a complex environment.

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 Generalist
DIVISION/OFFICE: Office of Human Resources
BULLETIN No: **03122022**
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: December 6, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY: Research and/or investigate and resolve workplace complaints; make recommendations that promote positive employee relations. Responsible for performance management matters, i.e., reviewing evaluations and corrective action documents. Understand and apply appropriate policies and laws to all workplace complaints. Serve as the organization’s liaison to the labor union. Support the various functional areas within the Office of Human Resources, as required.

BRIEF DESCRIPTION: Provide employee relations support to managers and staff; advising of rights and obligations related to employment policies and practices. Investigate and resolve workplace complaints and disputes; document findings and recommend corrective actions and/or appropriate resolution in accordance with the UPO Employee Handbook, the Collective Bargaining Agreement, and applicable employment laws. Coordinate, facilitate and represent UPO in the grievance process for both union and non-union employees, as applicable. Support the mediation/arbitration processes with the union, as designated. Provide training, advice, and consultation to managers and staff on the progressive discipline process. Collaborate with respective managers to review written disciplinary actions, PIPs, and marginal evaluations prior to presenting to staff.

MINIMUM QUALIFICATIONS: Bachelor’s degree in human resources, labor relations, social sciences, or a related discipline. Experience in investigating and resolving complex workplace complaints. Four plus years of progressively responsible experience in employee and labor relations, and prior experience in a union setting. Experience with analyzing and reporting data to identify issues, trends, or exceptions to drive improvement of results and find solutions. Exercise discretion and critical thinking in the management and oversight of employee and labor relations issues to ensure legal compliance.

Experience with performance management, specifically annual evaluations, and a progressive discipline process. Experience handling union negotiations, conflict resolutions, and the principles, practices, and procedures of human resources management. Thorough knowledge of federal, state, and local employment, labor, NLRA/NLRB and wage and hour laws. Experience with responding to grievances and applying the tenets of a collective bargaining agreement. Experience in coaching and counseling staff and management.

Ability to successfully work independently and within a team environment maintaining good working relationships. Solid understanding of standard concepts, laws, practices, and procedures within the employee relations field including NLRB, EEO, ADA, FLSA and FMLA. Ability to engage in strategic thinking, internal consulting, and change management. Ability to exercise sound judgment.

Possess excellent MS Office (Word, Excel, Outlook, and Power Point) and ability to use/learn electronic time-keeping program, HRIS and presentation skills. Experience in communicating at all organizational levels, both verbally and in writing.

DESIRED QUALIFICATIONS: Five (5) plus years of progressively responsible experience in employee and labor relations, and prior experience in a unionized setting. Ability to manage multiple projects and possess problem solving and crisis management 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.

Mayor’s Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees

This position *IS NOT* in the collective bargaining unit of the CWA Union.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position: [Apply Here](#)

Submit your cover letter and resume to the Career Center Online.