

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 in search of an energetic and experienced individual to join our dynamic HR team. This candidate needs to be a self-accountable, innovative, and results-oriented thinker with the ability to support and empower others. The ideal candidate must be a self-starter who is able to work in a fast paced, ever-changing work environment; a team player able to work with all members of each UPO Office, Division and Program. Additionally, it will be imperative that this individual be able to work independently, with minimal supervision. Previous managerial and supervisory experience is expected. This future employee will be expected to deliver a high level of staff support and service to both internal and external customers, with the goal of working toward delivering excellent products, both tangible and intangible. The final candidate will need to have the right complement of skills, personality, and professional maturity with a CAN-DO, ALL-IN attitude.**

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 our vacancies and to learn more about our company and services.

**POSITION:** Director, Human Resources  
**PROGRAM/DIVISION:** Office of Human Resources  
**BULLETIN No:** 02012023  
**HOURLY RATE:** (Commensurate with Experience)  
**OPENING DATE:** January 11, 2023  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

#### **BRIEF DESCRIPTION:**

Assist the Vice President, Human Resources in the general planning and administration of the Office of Human Resources (OHR) as directed or assigned. Specific areas of concentration are Talent Acquisition, Program Compliance, and Office Administration. Aid in the areas of Employee Relations, Benefits Administration and Training & Development. Works closely with the VP to develop, implement and evaluate HR policies, procedures, practices, functions, and activities. Has oversight of the OHR Staff and Office in the absence of the VP.

#### **MAJOR DUTIES:**

Assist in managing the day-to-day operations of the Office of Human Resources. Respond to routine HR inquiries from management and staff utilizing established policies and procedures. Coordinate and manage the administrative functions and workflow of the Office with specific emphasis in Talent Acquisition and Program Compliance; other work areas include Employee Relations, Benefits Administration, and Training & Development. Contribute to the development of goals, objectives, and systems for the OHR. Responsible for developing and maintaining OHR SOP's. Responsible for evaluating job descriptions to accuracy before posting, determining FLSA classification and union status. Update and maintain job descriptions in conjunction with managers. Responsible for records management processes both digital and paper. Responsible for ensuring program and organizational staff compliance standards are met and maintained. Assist in the development of new policies and procedures for the organization (employee handbook and collective bargaining agreement). Help to ensure that existing policies and procedures are up to date and in line with current employment law. Assist in the Agency Reorganization and Reduction-in-Force processes. Provide Employee Relations support to managers and staff, as necessary; advising of rights and obligations related to employment policies and practices. Assist in coaching and providing guidance to managers and staff on performance management issues and processes. Review and update continually, the

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622

upojobs@upo.org • [www.upo.org](http://www.upo.org)

position classification and grouping system, considering any structural differences in wages for various programs. Oversee and ensure the completion of all external reporting requirements to the US Department of Labor, DC Unemployment Office, EEOC, etc. Assist in conducting staff training and make presentations when necessary; ensure employees are kept aware of personnel policies and employee benefit programs on a continuing basis. Assist in coordinating and implementing the annual Staff Development Day and other employee recognition and wellness initiatives.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Human Resources or related field with 3 plus years of progressively responsible experience in human resources administration with specific experience in Talent Acquisition. Solid understanding and application of standard concepts, practices, and procedures of employment law to include FLSA, ADA, EEO, FMLA, NLRB and Worker's Compensation. Strong research, analytical and problem-solving skills. Ability to interpret data, build spreadsheets, summarize results, and make recommendations. Ability to engage in strategic and critical thinking as well as change management. Experience in conflict resolution. Experience in a Union environment. Must pay exceptional attention to details. Excellent MS Office, HRIS (preferably ADP) and ability to work independently. Excellent communication, excellent writing, organizational and verbal presentation skills. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in Human Resources or related field with 5 years of progressive experience in human resources administration with specific experience in Talent Acquisition.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the selected 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.

**POSITION ELIGIBLE FOR TELEWORK:**

YES  NO

**ESSENTIAL POSITION:**

YES  NO

**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.**

**UPO IS AN EQUAL OPPORTUNITY EMPLOYER**