

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: 662022
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: June 13, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Possess a broad scope of knowledge, skills and understanding of the various functions and responsibilities within an HR office. Assist in the execution of human resources policies and procedures. Work closely with other HR staff to ensure that they maintain organized employee files and HR records. Review employee feedback, strategize about HR programs to benefit workplace culture and create job posts for department heads based on their hiring needs. Assist in carrying out responsibilities in the following functional areas: employee relations, performance management, and reviewing/revising job descriptions. Work closely with the Vice President and Director of Human Resources.

BRIEF DESCRIPTION:

Research, analyze and apply federal and state employment laws and regulations to ensure continuous current and consistent compliance. Provide personnel policy and procedure guidance to non-management and management; respond to routine HR inquiries from management and staff utilizing established policies and procedures. Assist in evaluating job descriptions, determining FLSA classification and union status. Update and maintain job descriptions in conjunction with managers. Provide resources and support in the creation, revision and execution of job descriptions. Responsible for tracking changes in current employment policies, as well as the addition of new policies in the Employee Handbook and the Collective Bargaining Agreement.

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

Participate in writing and revising policies, procedures and related documents, as needed. Responsible for producing the final written document, as required. Lead and monitor the 3 month, 6 month and annual performance management/evaluation process. Assist in revising the process and evaluation of performance management tools, as required. Train management in the proper utilization of all evaluation tools, to include, disciplinary actions, performance improvement plans, etc. Assist in matters of employee relations to include research, investigations, and communication; responsible for producing the final written document, as required. Responsible for updating HR Standard Operating Procedures (SOP) and HR processes for the Office of Human Resources. Responsible for the resignation/termination processing of employees out of the organization to include executing exit interviews, documenting and tracking the specific reasons for resignations.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Human Resources or related field. Strong knowledge of employment law; research, analyze and apply Federal and State regulations, as required; remain current and maintain compliance. Three-four (3-4) years of progressive experience working in a Generalist capacity. Have good working knowledge of all HR functional areas, such as, recruiting, benefits, compensation, records management, training, etc. Excellent writing, organizational and verbal presentation skills. Excellent computer skills; specifically, Office 365, especially Word and Excel. Knowledge of HRIS systems (ADP preferred) and working in Union environments. Must have ability to manage multiple projects/priorities and possess problem solving, critical thinking and crisis management skills. Must be adaptable and able to work in a rapidly changing environment. Must maintain confidentiality, be self-directed, detail-oriented, organized and able to work with minimal supervision.

DESIRED QUALIFICATIONS:

Five to six (5-6) years of experience working in a Generalist capacity while assuming progressively responsible duties which support the human resources responsibilities and activities of an organization.

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.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

To be considered for this position:

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**

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