

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 can improve work processes and lead change in a complex environment. If you possess the following characteristics and traits and qualifications, please consider applying for this position.

Integrity—Job requires being honest and ethical.

Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.

Analytical Thinking—Job requires analyzing information and using logic to address work-related issues and problems.

Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Adaptability/Flexibility—Job requires being open to change and to considerable variety in the workplace.

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: HR Benefits Administrator
DIVISION/OFFICE: Office of Human Resources
BULLETIN No: 02112022
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: November 3, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY: Holds first level oversight of the benefits and compensation work area. Responsible for high level administration of employee benefits and compensation programs, policies, and procedures. Subject matter technical expert on ADP HRIS and all employee benefit plans. Evaluate benefits and compensation programs to ensure they are current, competitive and in compliance with legal requirements; make recommendations for consideration.

BRIEF DESCRIPTION: Responsible for administering employee Compensation and Benefits programs, policies and procedures. Assist VP of Human Resources with establishing wage and salary structure for the Organization. Administer all employee benefit plans. Evaluate and modify compensation and benefits programs to ensure they are current, competitive and in compliance with legal requirements. Assist the VP of Human Resources as directed.

UPO Vacancy Announcement – HR Benefits Administrator
Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622

MINIMUM QUALIFICATIONS: Bachelor's degree in human resources, business, finance, or related field with 4+ years of progressively responsible experience in human resources administration, with specific knowledge of benefits administration. Ability to compute and reconcile compensation data. Strong research, analytical and problem-solving skills, with the ability to interpret data, build spreadsheets, summarize results, and make recommendations. Strong knowledge and application of HR laws, practices and principles including, ADA, FMLA, FLSA, Worker's Compensation, 401k, COBRA, ERISA, and HIPPA. Proficient in HRIS (ADP preferred).

Must be able to maintain meticulous records and collaborate with other departments and external service providers. Must pay strong attention to detail. Ability to work independently and with a team, effectively.

Excellent knowledge of Microsoft Office programs, especially Excel to create and manipulate spreadsheets and Word to create and edit documents. Strong organization and time management skills; must be able to self-start and self-manage in a fast-paced environment and to troubleshoot issues as they arise. Must possess professional communication skills, to include both written 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 benefits and compensation administration and CEBS.

OTHER REQUIREMENTS: Become familiar with UPO's mission and strategic plan goals and strategies. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations. Other duties as assigned

This position *IS* 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:

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