



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 04-AD-OMA-0003	POSITION: Human Resource Generalist
POSITION SERIES: DS-201	POSITION GRADE: DS-9/1 – 13/10
OPENING DATE: November 28, 2003	CLOSING DATE: Open Continuous
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: December 5, 2003	SALARY RANGE: \$31,572 - \$69,906
WORKSITE: 941 North Capital Street, N.E.	TOUR OF DUTY:
PROMOTION POTENTIAL: DS – 13	AREA OF CONSIDERATION: Unlimited – Previous Applicants Need Not Reapply
AGENCY: Office of Management and Administration (OMA)	NO. OF VACANCIES: One or More
	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: If selected at the DS-09 level, the candidate will be considered a trainee and will receive OJT and/or classroom training to supplement and/or strengthen their current experience. Employees may be required to sign a training/employment agreement.

Within a 90-day period of employment, employees selected for these vacancies may be moved into an HR Specialty area of either Labor Relations, Employee Relations, Staffing and Recruitment, or Position Management/Classification. Movement into a specialty area will be done based upon the experience level the candidate brings to the position. It also may be determined that the candidate will remain as an HR Generalist and given cross-cutting assignments to supplement all specialty areas in the Personnel Operations organization.

Promotion potential exists in all HR Specialist/Generalist positions to the Grade 13 level depending upon performance and without further competition.

The duties and responsibilities assigned could be as follows, serving as a Labor Relations specialist to assist OCFO managers with grievance processing and recommending disciplinary actions; processing personnel actions; performing recruitment and staffing activities; making occupational series and salary setting recommendations; determining qualifications requirements and eligibility determinations; performing new employee orientations; counseling employees on benefits and compensation plans, writing and classifying position descriptions, etc.

QUALIFICATIONS REQUIREMENTS:

DS-9 One year of specialized experience that has equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the DS-7 level.

Or Related master's or equivalent graduate degree **or** 2 full years of related progressively higher level graduate education leading to such a degree.

DS-11 One year of specialized experience that has equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the DS-9 level.

Or Ph.D or equivalent doctoral degree, if related **or** 3 full years of related progressively higher level graduate education leading to such a degree.

Equivalent combinations of related education and experience are acceptable at the DS-9 and DS-11 levels

DS-12 One year of specialized experience that has equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the DS-11.

DS-13 One year of specialized experience that has equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the DS-12 level.

SELECTIVE PLACEMENT FACTOR(S): None

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Applicants at the DS-9 level must address all of the following:

1. Strong verbal and written communication and teambuilding skills, as well as interpersonal skills to maintain a professional, effective relationship with co-workers and customers.
2. Basic knowledge in recruitment and staffing processes as they relate to the filling of vacant positions.
3. Basic knowledge in labor and employee relations, as it relates to collective bargaining.
4. Basic knowledge in two or more of any other human resource disciplines (i.e., compensation and benefits, position management/classification; performance management, etc).

Applicants at the DS-11 through DS-13 level must address all of the following:

1. Demonstrated knowledge and experience in labor-management and employee relations principles, concepts, laws, policies, theories and practices coupled with a comprehensive understanding of the full range and interrelationship of human resources management programs.
2. Demonstrated skill in two or more human resources disciplines (i.e., compensation and benefits, position management/classification; performance management, etc.) in order to provide the full range of HR services.
3. Ability to analyze and recommend program improvements for staffing and recruitment structure, implementation, and administration, in full consideration of sound recruitment practices.
4. Demonstrated teambuilding skills and the ability to communicate effectively both orally and in writing to effectively explain, persuade, guide, counsel, question and respond regarding complete and complicated concepts and situations to a wide variety of people with varying technical expertise and educational background

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT:

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#).

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Twana Brooks
OCFO – OMA – Human Resources
941 North Capital Street, N.E., Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An applicant for a position in the Career Service or for an attorney position (DS 905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER