Agency Name DC Department o

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Job Title: Human Resources Specialist (Employee Relations)

Grade: CS-13

Salary Range: $89,457 - $115,262

Job Summary:

The mission of the Department of Youth and Rehabilitation Services (DYRS) is to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment consistent with public safety. DYRS administers detention, commitment and aftercare services for youth held under its care in its facilities or residing in the DC community.

The Human Resources (HR) Specialist (Employee Relations) is located within the Department of Youth Rehabilitation's (DYRS) Office of Human Resources (OHR). The purpose of the OHR is to provide personnel and management advisory services regarding DYRS' human capital resources in support of programmatic operations to achieve operational goals and objectives. The incumbent of this position will serve as the lead subject matter expert in the areas of employee engagement, benefits, leave programs (e.g. Family and Medical Leave Act, Paid Family Leave, etc.), accommodation requests and labor and employee relations as it relates to the District of Columbia 's Merit Personnel System and related federal and local government regulations, policies and procedures. This position requires a high degree of confidentiality providing personnel and management advisory services and the ability to resolve complex human resources problems with innovative solutions.

Duties and Responsibilities:

The HR Specialist (Employee Relations) is tasked with interpreting personnel rules, policies and procedures that affect DYRS' operations and providing advice and counseling to management staff regarding sensitive and complex personnel issues. The incumbent will serve as the lead for leave programs including counseling, managing and/or administering FMLA/PFL, ADA, workers' compensation, and short- and long-term disability. Developing and implementing human resources policies and procedures; ensuring timely and accurate processing of complex personnel action requests inclusive of reassignment and/or adverse actions with follow through in accordance with established department and personnel policies, procedures and requirements; maintaining associated records, files and status reports; providing liaison responsibilities with the appropriate department office(s), Office of Labor Relations and Collective Bargaining, Office of Pay and Retirement Services, and the Office of Personnel; analyzing personnel trends and provides requested statistical data and reports; preparing and maintaining agency employee handbook and District and agency human resources policies and procedural manual(s); monitoring and evaluating routine operations and special activities for efficiency, effectiveness and compliance with policies and procedures; recommending changes for improvement; ensuring the accurate preparation and processing of a variety of human resource documents; and ensuring compliance with all applicable regulations, policies, rules, and requirements.

The incumbent will provide specialized human resource support to the agency in matters regarding employee and labor relations and/or human resource management best practices depending on assignment. Other general duties and responsibilities can include but are not limited to the following: responding to management and/or employees' employee relations inquires; assisting applicable parties in attaining resolution at the first level; gathering information on issues and/or complaints; analyzing and presenting information for grievances and/or hearings; counseling employees and managers/supervisors on employee relations issues; working with agency labor relations representative(s) on labor issues; performing all other duties as assigned.

Qualifications and Education

Individual must possess at least one-year (1) of specialized experience equivalent to the CS-12 grade level. Specialized experience is experience that equips the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the work of the position to be filled. Including but not limited to: experience with labor relations such as serving as a representative in negotiations; experience being the lead point of contact for leave programs; experience with disciplinary procedures and best practices; litigation experience; comprehensive knowledge of human resources management principles; experience in unionized environment; experience serving as the initial point of contact for employee relations, complex benefit and/or employee engagement matters; experience with human resources information systems (HRIS); ability to effectively communicate both orally and in writing; knowledge of applicable guidance and legislation (e.g. Family & Medical Leave Act,