

**DC**DEPARTMENT of
HUMAN SERVICES

District of Columbia Department of Human Services (DHS) Human Resources Specialist, Grade 13

\$87,703 - \$113,002 (Starting salary negotiable, up to \$96,136)

SYNOPSIS

This position serves as the initial HR point of contact providing a full range of technical assistance, guidance and strategic advice in the management of human resources activities throughout DHS.

ABOUT DHS

It is the mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services.

Our approach to preventing homelessness and supporting individuals and/or families experiencing homelessness is focused both on systems-level reforms and on the quality of the programs and supports within that system.

These efforts include creating economic opportunity, making our neighborhoods safer, and providing more effective and efficient government services.

MORE DETAILS ABOUT ROLE

Determines qualification requirements for all levels of jobs based on rules, regulations, and industry standards. Interprets, analyzes, and applies qualification standards, position requirements, job analysis, and evaluation plans. Prepares lists of eligible job applicants in accordance with regulations and policies.

Writes clear and consistent vacancy announcements in collaboration with the hiring manager, reviews them for quality and accuracy and assures that position vacancies are posted in the appropriate media outlets including newspapers, list serves, and websites.

Reviews candidate qualifications to ensure highest caliber of candidates are selected for interviews, and ultimately appointed.

Qualifications and Education

Expert knowledge of, and skill in applying HR recruitment, staffing and placement principles, concepts, practices, laws, regulations, policies, and precedents sufficiently to provide HR management advisory and technical services on organizational functions and work practices.

Expert knowledge of, and ability to understand and apply District, federal and other applicable personnel laws, rules and regulation in order to complete work assignments related to competitive and non-competitive HR actions in an accurate manner.

Other Significant Facts

***EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.*

