

Job Title: Human Resources Specialist (Hu
 Requisition Number: JO-1511-3928
 Grade: 09
 Salary Range: \$45,811.00 - \$58,987.00
 Promotion Potential: No
 Agency: Disability Services
 Location: 1125 15th St NW
 Area of Consideration: Open to the Public
 Opening/Closing Date: 11/4/2015 - 11/14/2015

[Share](#) | [Email this job](#)

HUMAN RESOURCES SPECIALIST (HRD)
CS-201-09
\$45,811 - \$58,987

Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services (DDS), Human Capital Administration. The incumbent assists in carrying out the DDS's Human Resources Development (HRD) program, through a broad variety of tasks to provide support in the HRD Program.

MAJOR DUTIES

Provides technical support and assistance in providing human resources development services. On own initiative, answers questions from management staff, course participants, advisors, consultants, or resource persons, or organizations inside or outside of government on any administrative matter concerning the operation of HRD activities, course schedules, and related information.

Assists in communicating with managers, supervisors and other personnel of the agency to document the effectiveness of training programs. Reviews incoming training information and correspondence for completeness, job-relatedness, and basic eligibility criteria; provides information to personnel; advises on training when necessary; serves as focal point for training opportunities; participates in training surveys and evaluations; recommends changes. Reviews and revises training schedules to respond to serviced population's needs. Assists with developing questionnaires to survey employee and supervisor interests in specific training.

Performs duties to support training courses. Identifies and arranges for local subject matter expert instructors in recurring training announcements and other training materials. Researches catalogs and initiates action to obtain films or videos for training courses. During onsite training courses, assists instructors by setting up and operating audiovisual equipment and distributing handouts. Maintains training and career program files. Prepares charts, forms, publicity, course announcements, and other documents supporting the division's activities and is responsible for the scheduling, preparation, and distribution of training announcements.

Maintains course files and rosters, develops, prepares, and disseminates course acceptance information, and controls all administrative aspects of registering participants for courses. Performs all necessary liaison duties required with providing service to in-residence seminar participants. This includes all necessary details and administrative arrangements pertaining to the housing, meals, transportation, and other administrative matters.

Performs other related duties as assigned.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to human resource management. Examples: assisting with projects in support of human resources initiatives; assisting with the set up and delivery of on-site training/workshops; researching human resources guidelines and regulations.

Education

Minimum requirement: A high school diploma; education and work experience considered. A bachelor's degree preferred.

Non-Union

This position is not in a collective bargaining unit

Work Experience

Experience, which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge and principles, concepts and practices applicable to human resource management.

Experience using computers and HR information systems.

Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

Work Environment

The work is sedentary in nature. Some work may require walking in office or other work for meetings to conduct training-related activities. Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite. Some employees may carry light items (e.g. laptop computer, flipcharts, etc.).

The work does not require any special physical effort.

The work is performed in an office setting. May be required to visit other areas.