

DC DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTIONS: CURRENT

NOTE: For illustrative purposes only. In this illustration, we are providing only one representative PD. However, an actual realignment package would need to include both the current and proposed PDs for each impacted job.

DC Department of Human Resources Realignment Plan: Current Position Descriptions

In order to meet the operational needs of the DC Department of Human Resources (DCHR), DCHR is proposing a realignment to multiple positions across the agency. The current position descriptions along with the Optional Form 8 for the realignment are included in the following pages:

1. Human Resources Specialist (Policy) CS-201-12

The positions listed above correspond to the positions listed in the Realignment Crosswalk. If you have any questions, please contact [agency POC].

D.C. OPTIONAL FORM 8 (OF-8)

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)						1. Agency Position No.			
2. Reason for Submission <input checked="" type="checkbox"/> Re-Description <input type="checkbox"/> Re-Establishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Department <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. Certification No.	
Explanation (show any positions replaced)				7. Position Status (Service) <input checked="" type="checkbox"/> Career <input type="checkbox"/> Executive <input type="checkbox"/> Legal <input type="checkbox"/> MSS <input type="checkbox"/> Excepted <input type="checkbox"/> Other		9. Employment /Financial Statement Req'd? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Subject to Identical Additional Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				8. Collective Bargaining Unit (CBU) Code:		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
				13. Competitive Level Code CS-0201-12-11-N		14. Job Code JC# 555189			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Final Agency Authority or Designee									
b. Agency or D.C. Department of Human Resources		Human Resources Specialist (Policy)		CS		0201		12	
c. Intermediate Authority									
d. Field Office									
e. Recommended by Supervisor or Initiating Office		Human Resources Specialist (Policy)		CS		0201		12	
16. Organizational Title of Position (if different from official title) (optional)									
17. Department, Agency or Establishment D.C. Department of Human Resources					c. Third Subdivision				
a. First Subdivision Policy and Compliance Administration (PCA)					d. Fourth Subdivision				
b. Second Subdivision					e. Fifth Subdivision				
18. Supervisory Certification. "I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational structure. I further certify that this position is necessary to carry out the functions for which I am responsible. This certification is made with the knowledge and understanding that this information is to be used for statutory purposes relating to the appointment and payment of public funds, and that any false or misleading statements may constitute violations of such statutes or their implementing regulations."									
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Justin Zimmerman, Associate Director for PCA				
Signature _____ Date _____					Signature _____ Date 10/2/14				
19. Classification / Job Grading Certification. "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."					20. Standards Used in Classifying/Grading Position US OPM Standard: JFP Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, Human Resource Specialist, GS-201				
Typed Name and Title of Official Taking Action Lewis C. Norman, Supervisory Human Resources Specialist									
Signature _____ Date 10/6/14									
21. Position Review		Signature		Date		Signature		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
22. Remarks (optional) CAREER LADDER POSITION (CS-11/12) NO PLANNED PROMOTION POTENTIAL									
23. Description of Major Duties and Responsibilities (see attachment)									
D.C. Department of Human Resources (Revised 2/09)									

D.C. Optional Form 8

Human Resources Specialist (Policy)
CS-201-12

INTRODUCTION

This position is located in the Department of Human Resources' Policy and Compliance Administration. The administration is responsible for providing authoritative leadership in the area of human resources management (HRM) policies and compliance; ensuring that all human resource (HR) policies and programs are in compliance with the Comprehensive Merit Personnel Act (CMPA), and supports the District's goals and objectives; and the development of human resources (HR) regulations and procedures to implement a comprehensive HRM program. This position functions as Human Resources Specialist (Policy), responsible for developing and analyzing District-wide personnel rules, regulations, policies and procedures to implement a comprehensive human resources management program.

MAJOR DUTIES

Drafts personnel procedures in the form of DCHR administrative issuances, District Personnel Manual (DPM) bulletins and instructions. As appropriate to the assignment, researches and analyzes applicable portions of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (D.C. Law 12-139), Title 6 of the D.C. Municipal Regulations (DCMR), and the DPM, discusses the matter with other policy staff and/or other components of DCHR and staff from other District government agencies.

Provides appropriate responses to questions posed regarding the meaning and application of the District's personnel law, regulations, procedures and policies. As appropriate to the situation, conducts research and provides information either orally or in writing.

Responds to written inquiries from a variety of sources (*e.g.*, Congress, Mayor's office, City Administrator, District agencies, employees, private citizens, *etc.*) and inquiries from the Director, DCHR Associate Directors, *etc.*, which cover different facets of HRM operations and situations relating directly or indirectly to HR matters. Researches the particular subject and develops an appropriate response or report, coordinating such activity with other staff, as necessary.

Prepares the final version of all DCHR administrative orders and directives; the final processing of all DPM issuances, personnel rulemaking notices, and Mayor's orders/memoranda originating within DCHR. Ensures that the document meets the style, format and other requirements as specified in the Rulemaking Handbook and Publications Style Manual of the Executive Office of the Secretary, and/or the requirements of the particular issuance system.

DC DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTIONS: PROPOSED

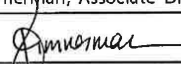
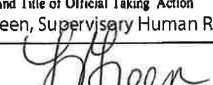
NOTE: For illustrative purposes only. In this illustration, we are providing only one representative PD. However, an actual realignment package would need to include both the current and proposed PDs for each impacted job.

In order to meet the operational needs of the DC Department of Human Resources (DCHR), DCHR is proposing a realignment to multiple positions across the agency. The proposed position descriptions along with the Optional Form 8 for the alignment are included in the following pages:

1. Writer (Human Resources Policy) CS-1082-12

The positions listed above correspond to the positions listed in the Realignment Crosswalk. If you have any questions, please contact [agency POC].

D.C. OPTIONAL FORM 8 (OF-8)

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)					1. Agency Position No.									
2. Reason for Submission <input type="checkbox"/> Re-Description <input type="checkbox"/> Re-Establishment		3. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. Certification No.						
Explanation (show any positions replaced)				7. Position Status (Service) <input checked="" type="checkbox"/> Career <input type="checkbox"/> Legal <input type="checkbox"/> Excepted <input type="checkbox"/> Executive <input type="checkbox"/> MSS <input type="checkbox"/> Other		9. Employment /Financial Statement Req'd? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Subject to Identical Additional Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
				8. Collective Bargaining Unit (CBU) Code: N/A		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		13. Competitive Level Code				
15. Classified/Graded by		Official Title of Position			Pay Plan		Occupational Code		Grade		Initials		Date	
a. Final Agency Authority or Designee		Writer (Human Resource Policy)			CS		1082		12		Jls		06-25-18	
b. Agency or D.C. Department of Human Resources														
c. Intermediate Authority														
d. Field Office														
e. Recommended by Supervisor or Initiating Office		Writer (Human Resource Policy)			CS		1082		12					
16. Organizational Title of Position (if different from official title) (optional)														
17. Department, Agency or Establishment DC Department of Human Resources										c. Third Subdivision				
a. First Subdivision Policy and Compliance Administration (PCA)										d. Fourth Subdivision				
b. Second Subdivision										e. Fifth Subdivision				
18. Supervisory Certification. "I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational structure. I further certify that this position is necessary to carry out the functions for which I am responsible. This certification is made with the knowledge and understanding that this information is to be used for statutory purposes relating to the appointment and payment of public funds, and that any false or misleading statements may constitute violations of such statutes or their implementing regulations."														
a. Typed Name and Title of Immediate Supervisor Justin Zimmerman, Associate Director, PCA										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature  Date June 25, 2018										Signature _____ Date _____				
19. Classification/Job Grading Certification. "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."										20. Standards Used in Classifying/Grading Position				
Typed Name and Title of Official Taking Action Lorraine Green, Supervisory Human Resources Specialist										US OPM Standards: Position Classification Flysheet for Writing and Editing Series, CS-1082; and Writing and Editing Grade Evaluation Guide				
Signature  Date 6/26/18														
21. Position Review		Signature		Date		Signature		Date		Signature		Date		
a. Employee (optional)														
b. Supervisor														
c. Classifier														
22. Remarks (optional) NO PLANNED PROMOTION POTENTIAL NOTE: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability -- Security.														
23. Description of Major Duties and Responsibilities (see attachment)														

WRITER (HUMAN RESOURCE POLICY)
CS-1082-12

INTRODUCTION

This position is in the Department of Human Resources (DCHR), Policy and Compliance Administration (PCA), supporting PCA's policy development responsibilities. The policy team seeks to develop modern and usable personnel tools to ensure a supportive work environment that result in superior public service. This includes development and publication of personnel regulations; implementation of policies; and policy related communications.

The Writer (HR Policy) is a member of the policy team, responsible for composing, editing, clarifying, and maintaining DCHR's policies, procedures, regulations, interpretive issuances, and presentations. The incumbent also is responsible for creating and implementing policy-related communication strategies. Often, incumbent is assigned with the task of developing or revising HR related regulations, policy documents, and procedural guides; and ensuring the implementation of new and revised policies and guidelines.

MAJOR DUTIES

Develops proposed and final regulations concerning human resource management (HRM) guidelines and processes. Researches, using diverse sources, if necessary, to collect information used as the groundwork for developing legally and technically sound regulations. Drafts regulations in clear, simple and brief language.

Explains the laws governing the department's work, and the rights of those affected by programs and decisions of the agency; and interprets themes and conflicting points of view in expository narratives.

Ensures that policy is not contradictory to any departmental or governmental guidelines or objectives. Ensures that policy is both in line with the agency's mission and the laws of the District government. Often, this work can entail research or consultation.

Determines the most logical and effective sequence of the narrative; and determines the overall length and tone based on the objectives, the medium, and the audience.

Reviews written material to ensure conformity with guidelines, written directives, and factual accuracy in data, statistics, names, titles, procedures, policy, law, and other areas, as applicable.

Re-writes, cuts, expands, or clarifies material in the interest of accuracy and clarity, and conveys the appropriate information to the intended audience.

Analyzes changes to determine need for revisions in previously published materials and development of new materials.