Job Opportunities
University of the District of Columbia (UDC)

Position: Human Resources Specialist
(Classification & Compensation)

Announcement Number: 06-40

Salary Range: AD-201 06/01-07 $53,812 - $66,400
Per Annum

Location: Van Ness Campus

Date: 04-18-06

Areas of Consideration: Nation-wide

Closing Date: Open Until Filled

Responsible to: Assistant Director, Human Resources
Office of Human Resources
University Operations

Brief Description of Duties

Provides complete position classification, position management, and compensation advisory services to the University community.

Analyzes, evaluates, audits and makes classification determinations and recommendations on professional, technical, clerical and managerial positions; makes sound recommendations by interpreting current pay policies and procedures in accordance with Federal, State and Local regulations to resolve compensation and classification concerns.

Advises and works with employees and management in the development or revision of job descriptions so they accurately reflect the duties and responsibilities of positions within the University.

Responds to request for information from management and other governmental agencies, provides data and reports as requested or required.

Assist in classification and compensation policy analysis, prepares draft memos and procedures related to classification and compensation issues, makes recommendations to change or update policies and procedures and identifies those that are the most effective and efficient.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
**Qualifications Required**

A Bachelor’s degree in human resources management, public administration, business administration or a related field of study and one year of specialized experience or and equivalent combination of education and experience. One year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008