Job Opportunities
University of the District of Columbia (UDC)

Position: Human Resources Specialist
(Employee Benefits)

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

Date: 12-5-05

Location: Van Ness Campus

Number: 05-83

Closing Date: Open Until Filled

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

Brief Description of Duties

Provides substantive consultation and guidance to employees regarding health benefits, retirement benefits, tax shelter programs and work related injuries.

Prepares and distributes informational literature, provides assistant in filling out appropriate forms and conducts verbal presentations to notify and advise employees of eligibility for benefits programs, such as insurance plans.

Performs all technical and procedural processing associated with applications for benefits. Maintains benefits records and prepares necessary documents for implementing coverage.

Serves as the liaison between the D.C. Office of Workers’ Compensation on work related injuries, D. C. Government’s Retirement Office, as well as, TIAA/CREF central office on a wide variety of retirement matters.

Advises employees on the most advantages type of retirement under Civil Service, Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) or District Retirement for which the employee may be eligible.

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 experienced or and equivalent combination of education and experience.

(see reverse side)
The 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, and that is typically in or related to the work 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 UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-7  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008