



OFFICE OF THE STATE
SUPERINTENDENT OF EDUCATION

RECRUITMENT ANNOUNCEMENT

Position Title: Lead Human Resources Specialist
Agency Title: Lead Labor Relations Specialist
Job ID: 25787
Open To: Public
Open Period: April 8, 2024 – April 18, 2024

The Office of the State Superintendent of Education (OSSE or Agency) is a mission-driven and dynamic organization and is seeking a **Lead Human Resources Specialist** to join its team to manage its payroll administration functions and ensure compliance with federal and local regulations pertaining to employee suitability and fitness to perform work.

The **Lead Human Resources Specialist** will serve in the role of **Lead Labor Relations Specialist** and will be responsible for assisting, guiding, supporting, and participating in the administration of labor relations policies and the enforcement of collective bargaining agreements. This position involves being a subject matter expert on complex workplace matters and ensuring compliance with District Government's policies and practices. You will use your skills and expertise to provide pragmatic and timely advice to staff in order to mitigate risk. The Lead Labor Relations Specialist reports to the Employee and Labor Relations Manager.

SPECIFIC FUNCTIONS OF THE LEAD LABOR RELATIONS SPECIALIST INCLUDE:

- Provide guidance, instruction, and review of final work product to Labor Relations Specialists relative to the completion of work assignments.
- Conduct formal investigations into allegations of employee misconduct, providing resolution and recommendations for disciplinary action.
- Interpret Federal, District and Agency regulations and policies to recommend and enforce appropriate disciplinary actions.
- Prepare corrective and adverse disciplinary actions in accordance with District personnel policies and established deadlines.
- Research and assist in responding to inquiries from managers about collective bargaining agreements, memoranda of understanding, and labor agreements.
- Project manage compliance tasks required under the collective bargaining agreements.
- Educate managers and employees, through one-on-one interactions and formal training on District policies and procedures.
- Resolve workplace disputes and internal conflicts applying collective bargaining provisions and District policies.
- Generates reports for distribution to union representatives pursuant to requirements of the collective bargaining agreements.
- Maintain thorough records of personnel actions for metrics reporting and retention purposes.

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KEY QUALIFICATIONS:

- Bachelor's degree in business administration, human resources, industrial psychology, or equivalent specialized work experience.
- Strong organization, project management and analysis skills, with the ability to resolve sophisticated and sensitive HR issues/problems.
- Ability to identify and analysis complex labor issues and delegate tasks among team members.
- Strong skills in resolving labor issues using the investigatory process and recommending appropriate action.
- Capacity to deal with ambiguity, prioritize and multitask effectively in a fast paced, confidential environment with competing priorities.
- Strong analytical skills and logical reasoning, with the ability to identify and resolve sophisticated and sensitive HR issues/problems.
- Ability to deal with ambiguity, prioritize and multitask effectively in a fast paced, confidential environment with competing priorities.
- Excellent interpersonal skills with the ability to maintain effective working relationships with union officials, employees, and management.
- Strong work ethic and highest level of integrity.

Office of the State Superintendent of Education (OSSE) – Who We Are

OSSE is focused on sustaining, accelerating and deepening the progress being made for the District's 90,000+ students. As the state education agency, OSSE serves as the District's liaison to the US Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including the District of Columbia Public Schools and charter organizations), and community-based organizations.

Over the years, OSSE has worked hard to improve systems and support to help close the achievement gap and ensure people of all ages and backgrounds are prepared to succeed in school and in life. DC remains the fastest improving state and urban school system in the country on the National Assessment of Educational Progress, also known as the Nation's Report Card.

Salary: This position is a grade 13 on the District government's career service salary scale. The salary ranges from \$93,069 to \$119,916. Actual salary is determined by a variety of factors including years of experience, applicant qualifications, internal equity comparisons, and organizational structure.

Application Process: This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to follow the steps below to apply for the position:

- Click on the following link:
- www.dchr.dc.gov/external-link/careers-dc
- In the Search Jobs section, enter 25787
- Click on the job requisition entitled **OSSE: Lead Human Resources Specialist**

If you are having technical issues, please contact DCHR at (202) 442-9700