

Job Description

Job Title Human Resources Specialist

Job ID 20612

Date Opened 01/30/2023

Date Closed 02/08/2023

Location 1050 1st Street, NE

Full/Part Time Full-Time

Type of Appointment Career Service - Reg Appt

Regular/Temporary Regular

Agency SR

Insurance, Securities and Bank

Area of Consideration Open to Public

Grade 13

Bargaining Unit CH11

Non Union - Chapter 11

Minimum Range \$93,069.000000

Maximum Range \$119,916.000000

Target Openings 1

Available Openings 1

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General Job Information

Job Summary

This position is located in the District of Columbia (DC) Department of Insurance, Securities and Banking (DISB), Office of Human Resources Division. DISB is responsible for executing District of Columbia laws to regulate the insurance, securities, and banking industries. The DISB exercises statutory authority through licensing, financial audits of companies, rate regulation, servicing of consumer services requests, administration of premium and retaliatory tax laws, investigations, registration of securities offerings and exemption filings, registration of investment firms and advisors, rulemaking, and inspections. The DISB proposes regulatory policy, new legislation and revisions to existing laws and regulations.

Duties and Responsibilities

Serves as principal liaison among operating officials, responsible for administering programs/support systems relating to HR issues and matters. Develops and maintains relationships with Department of Insurance, Securities & Banking (DISB) staff and other District agencies, and Federal government representatives to formulate open channels of communication pertaining to key HR topics, problems, and processes. Coordinates all supporting activities to ensure an efficient and expedient operation.

Advises management in identifying and developing recruitment strategies for attracting and maintaining a high quality and diverse workforce that can accomplish the DISB mission and goals; responsible for all career path development activities, which consists of planning and implementing training programs for all DISB personnel. Conducts on-going analysis and evaluation of procedures and workflow processes and recommends revisions to accommodate changing operation requirements; and provides statements of justification and implementation plans for proposed changes. Reviews draft procedures to implement new or revised policies and procedures.

Qualifications and Education

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Licenses and Certification

None

Working Conditions/Environment

The work is generally performed in an office setting. Due to the confidentiality of the work being performed, the incumbent is required to work in environments that require awareness of surroundings at all-time including secure locations.

Other Significant Facts

Tour of Duty: Monday - Friday - 8:15 am to 4:45 pm

Pay Plan, Series, Grade: CS-0201-13

Promotion Potential: No Known promotion potential

Collective Bargaining Unit (Union): This position is **NOT** in a collective bargaining unit, and you may be required to pay an agency service fee through direct payroll deduction.

Position Designation: Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.