

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**POSITION VACANCY ANNOUNCEMENT**

**AMENDED**

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<b>ANNOUNCEMENT NO:</b> ES-01-2016	<b>POSITION:</b> Talent Acquisition, EEO and Training Officer
<b>POSITION GRADE &amp; SERIES:</b> ES-301-08	<b>SALARY RANGE:</b> \$90,041 - \$120,000 per year (Salary in this range is based on a multitude of factors including applicable rules, regulations and guidelines.)
<b>OPENING DATE:</b> June 27, 2016	<b>CLOSING DATE:</b> August 5, 2016
<b>DURATION OF APPOINTMENT:</b> Excepted Service At – Will	<b>AREA OF CONSIDERATION:</b> Open to the General Public
<b>WORKSITE LOCATION:</b> Office of the Attorney General Personnel, Labor and Employment Division 441 - 4th Street, NW, 11th Floor Washington, DC 20001	<b>NO. OF VACANCIES:</b> One (1) <b>Those who applied for vacancy announcement ES-01-2016 need not reapply as your previous application will still be considered.</b>
<b>PROMOTION POTENTIAL:</b> None	

The position manages the Office of the Attorney of the General’s talent acquisition, equal employment opportunity and professional development programs. The incumbent develops, promotes and executes strategies in order to attract and retain valuable top talent that will support OG’s over-arching goals; plans, organizes and coordinates training programs, seminars and conferences for all level of OAG staff; and oversees the internal formal and informal process for investigating and resolving complaints of all forms of discrimination.

**MAJOR DUTIES:**

- Provides talent acquisition, equal employment opportunity (EEO) and professional development services to facilitate and improve service delivery to OAG’s customers.
- Uses contemporary and traditional resources to identify and attract quality candidates such as career fairs, on-line job fairs, community network events, etc. Develops advertising programs (internal and external) in order to ensure high visibility with potential candidates.
- Serves as OAG’s EEO Officer, overseeing the internal formal and informal process for investigating and resolving complaints of all forms of discrimination. Monitors and evaluates the adequacy and effectiveness of the policies and procedures used to implement the EEO Program in compliance with applicable law. Reviews laws, legislation, rules regulations and court decisions; and evaluates impact on agency rules, policies, and practices.
- Investigates complaints of discrimination and harassment; determines the validity of complaint; and resolves informally or recommends appropriate action to formally resolve complaints. Recommends alternatives, corrections or remedial actions necessary to maintain an effective EEO program.
- Researches, plans, organizes and coordinates training programs, seminars, and conferences for all level of

OAG staff.

- Supervises OAG's EEO Counselors, Training Coordinator and Intern Coordinator. Exercises the full range of supervisory responsibilities which include developing, planning and managing work activities; furnishing overall assignments; and evaluating work performance

**QUALIFICATIONS:** A JD degree is preferred but not required. Requirements are a bachelor's degree from an accredited four-year college or university in a relevant field plus a minimum of five (5) years of work related experience; or an equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position. Applicants must demonstrate the following:

**Factor 1:** Basic knowledge of the wide range of relevant laws including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the District of Columbia and Federal Family and Medical Leave Acts, the District of Columbia Human Rights Act, the Age Discrimination in Employment Act, the Uniformed Services Employment and Reemployment Rights Act, the District of Columbia Personnel Manual.

**Factor 2:** Extensive knowledge of human resource management (HRM) practices (including talent acquisition), policies, rules and regulations and requirements; knowledge of and the ability to ensure the application of Equal Employment Opportunity regulations and requirements.

**Factor 3.** Extensive knowledge of qualitative and quantitative analytical methods and techniques to analyze data, and to identify and isolate controlling EEO issues from complex factual situations.

**Factor 4.** Skill in project management; mastery in problem-solving and negotiation strategies to conduct in-depth research and analysis; extensive knowledge of the concepts, principles, practices, laws, and regulations of budgeting and financing.

**Factor 4:** Knowledge of a wide-range of qualitative and/or quantitative methods for assessment and improvement of program effectiveness, and the improvement of complex management processes and systems.

**Factor 5:** Excellent oral and written communication skills sufficient to assure effective and efficient communications on legal matters.

**Factor 6:** Extensive knowledge of management and organizational techniques, specification for extraction of ad hoc reports from automated systems and other procedures applicable in the conduct of a wide variety of analytical studies and special projects.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation.

This is an Excepted Service Appointment. Incumbent serves at the pleasure of the appointing authority.

**\*\*This position is subject to the Domicile Requirement:** Any person appointed to this position shall be domiciled in the District of Columbia or become a domiciliary in the District of Columbia within 180 days from the effective date of appointment, and shall remain a resident for the duration of the appointment. Failure to establish or maintain District of Columbia residency shall result in forfeiture of employment.

**TO APPLY:** Candidates should e-mail one PDF file which includes:

- 1) A cover letter (must include the vacancy number) summarizing why you are interested and the skills and

abilities you possess will enable you to succeed in the position.

- 2) Resume;
- 3) List of three references; and
- 4) a writing sample to [OAG.RecruitmentAttorney@DC.gov](mailto:OAG.RecruitmentAttorney@DC.gov) by 11:59 pm of the closing date indicated above addressed to: Ms. L. Dodson, HR Specialist, (202-724-6632), Office of the Attorney General for the District of Columbia, 441 - 4<sup>th</sup> Street, NW., Washington, DC 20001.

**Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF  
THE OFFICE OF THE ATTORNEY GENERAL

**Amended:**

**07/12/2016 | ~~Salary-chg-extends closing date~~**

