

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL



AMENDED

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POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 13-2017	POSITION TITLE: Management Liaison Specialist
POSITION GRADE & SERIES: CS-301-13 PROMOTION POTENTIAL: None	SALARY RANGE: \$81,050 – \$91,438 (13 step 1 to 13 step 5) Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines. Offers will be made within this range.
OPENING DATE: March 17, 2017	CLOSING DATE: March 31, 2017
DURATION OF APPOINTMENT: Permanent - Career Service	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Personnel, Labor & Employment Division Human Resources Section 441 - 4 th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1)

This position is outside the collective bargaining unit.

DESCRIPTION OF DUTIES: This position is located in the Personnel, Labor and Employment Division, Human Resources Section. The incumbent serves as an expert technician in the field of position management and is assigned continuing responsibility for providing position management services for the Office of the Attorney General. Incumbent establishes and maintains a close cooperative working relationship with the program and administrative officials.

Additional responsibilities include:

- Provides recommendations on organizational staffing in order to facilitate efficient operations and to provide optimum opportunities for employee development and maximum utilization of employee skills.
- Plans and conducts individual desk audits and/or classification surveys in the assigned organizations, with responsibility for the preparation of the required position descriptions, evaluation statements, and survey reports, and for the final allocation of positions within delegated authority.
- Recommends allocations on those positions determined to be properly evaluated at higher grades.

- Serves as advisor to management regarding such matters as merit principles, and the advantages and disadvantages of using the various staffing methods in selecting employees for positions.
- Develops training material including test modules. Provides training in position management, specifically, position description review and development, establishment of positions, planning and conducting desk audits, classification surveys, constructing and applying competitive level codes, assigning position numbers, assigning job codes, developing statement of differences, completing the Optional Form-8, processing realignments, evaluating and classifying positions, and providing management advisory services.
- Confers with representatives of the Office of Personnel Management and DC Department of Human Resources who may conduct post-audits surveys for the purpose of explaining program objectives, organizational changes, operating requirements, and the rational underlying specific classification decisions.
- Provide guidance and assistance to program supervisors on personnel actions, including promotions, demotions, reassignments, recruitment, details, separations, extensions, etc.
- Reviews processes and analyzes actions to ensure that legal and regulatory requirements are met.
- Reviews, interprets, and applies various pertinent laws and standards, including District and Federal regulations and procedures relative to personnel matters and administrative issues/problems.

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the position successfully. Specialized experience must be similar to the position being filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Time-in-grade Restrictions: Must be met by the closing date of this vacancy announcement.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official, proof of education at the time of application.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process and responses to all ranking factors are required for consideration. Please describe any specific achievements, experience, education, training, etc. that demonstrates your mastery of the job related knowledge, skills and abilities described in the ranking factors. Information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

Ranking Factor #1: In-depth knowledge and understanding of the latest position classification standards and a good working knowledge of governing policies and regulations.

Ranking Factor #2: Ability to function effectively in highly important interpersonal relationships and the flexibility to adapt to continuously changes in program requirements.

Ranking Factor #3: Technical knowledge and skill in the application of the principles, practices, and techniques of personnel recruitment, selection and/or placement.

Ranking Factor #4: Ability to meet and deal with all levels of individuals and communicate clearly and effectively both orally and in writing.

Ranking Factor #5: Demonstrated ability to provide timely options and alternatives to clients.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

HOW TO APPLY: Applicants should e-mail one PDF file by 11:59pm of the closing date indicated above which includes the following:

- 1) A cover letter;
- 2) Completed Employment Application for the District of Columbia Government, DC 2000 (available at: www.oag.dc.gov);
- 3) Résumé; and
- 4) Responses to each of the Ranking Factors.

addressed to: OAG.Recruitment@dc.gov, Office of the Attorney General for the District of Columbia, 441 – 4th Street, NW, Washington, DC 20001. Attention: Ms. L. Dodson, Management Liaison Specialist.

PRIORITY CONSIDERATION: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation), and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District residents' applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS' PREFERENCE: Applicants claiming Veterans' Preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

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, genetic information or political affiliation.

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**

All applicants will be considered. Applicants who previously applied need not reapply.

***Amended to extend the closing date through 03/31/2017.**