<table>
<thead>
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<th>Job Title: Management Liaison Specialist</th>
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<tbody>
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<td>Grade: CS-12</td>
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Requirements: Possession of a high school diploma/ GED 1 year of specialized experience equivalent to CS-11. This position is deemed Security Sensitive, the incumbent will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability. This position is designated as Essential.

Qualifications:
- Knowledge of human resources principles, concepts, laws and systems.
- Ability to interpret and apply human resources regulations, classification decisions, procedures and/or precedents in order to provide advice and solve specific problems.
- Ability to establish and maintain effective relations and gain confidence and cooperation of supervisors and managers on difficult issues.

Job Description:
Collective Bargaining Unit: This position is not covered by the collective bargaining unit.

This position is located in the Office of the Director, this position serves as a subject matter expert and is responsible for assisting the Human Resources Manager in the delivery of human resources services and human resources management (HRM) services to DGS management and staff.

Duties and Responsibilities:
- Works with the DC Department of Human Resources (DCHR) to provide a full range of technical assistance, guidance, and advisory services to managerial, supervisory, and non-supervisory staff, in the performance of human resource liaison activities for the agency.
- Ensures the accurate preparation and processing of a variety of human resource documents and ensures compliance with all applicable regulations, policies, rules, and requirements.
- Develops and prepares routine and special staffing, attrition and related personnel narrative and statistical reports, recommends and justifies new approaches, methods and procedures compatible with overall needs and standards.
- Prepares vacancy announcements for processing in ASMP PeopleSoft. Reviews Selection Certificates to assure adherence and compliance With DCHR procedural requirements and conformance with the goals and objectives of the agency. Conducts personal reference checks. Initiates personnel actions for new employees in PeopleSoft as necessary.
- Coordinates human resource activities within the agency to ensure the smooth operation of incoming and outgoing staff. May serve as a point of contact for new employees and conducts new employee orientation.
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<tr>
<th>Job Title:</th>
<th>Grade:</th>
<th>Salary:</th>
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Requirements:

Qualifications:

Job Description:

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~ dchr@dc.gov
~ (202) 442-9700