



America's Partner For Equal Justice

POSITION ANNOUNCEMENT

POSITION: Human Capital Manager Office of Human Resources	POSTING NO: #1260	DATE POSTED: 1/7/13
LOCATION: Office of Human Resources Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007-3552	EMPLOYMENT STATUS: Regular Full-Time - Exempt	POSITION REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 2/3		

Overview: Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance. LSC currently has approximately 125 employees, all at a single location in Washington, DC. Approximately 70 positions are represented by Local 135 of the International Federation of Professional and Technical Engineers (IFPTE).

The Manager of Human Capital is responsible for developing and executing LSC's recruiting and staffing strategies and consulting with managers on the recruiting process; directing training and development efforts to maximize the potential of LSC's staff; and managing the implementation of the annual performance assessment system, including, along with the OHR Director, serving as an internal counselor to employees and managers on issues that affect performance. Additional responsibilities include assisting with the revision, interpretation, and implementation of policies and procedures, preparing analyses and reports and maintaining personnel records. The Manager is a member of the HR team and works with that unit to foster a work environment based on integrity, respect, fairness, high ethical standards, valuing diversity, developing talent, sound and prudent management, and rigorous compliance with all legal requirements and LSC policies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Oversees all phases of a recruitment process designed to attract and hire a diverse group of talented candidates. Screens and routes résumés, schedules interviews and interview panels, prepares interview questions and other materials, conducts interviews, recommends qualified candidates to department managers for further interviews, conducts reference checks, presents offers, secures acceptances, and oversees communication to applicants and candidates.
- Collaborates with department managers to define hiring criteria and create associated position announcements and position descriptions.
- Designs sourcing strategies. Identifies the most efficient and cost-effective recruiting methods (e.g., Internet, newspaper ads, employment agencies, college fairs) and participates in job fairs.
- Oversees the onboarding process to ensure new employees receive proper orientation.

- Designs, with assistance from OHR Director and identified staff, training and professional development programs for staff, including researching, planning and organizing lectures, classes and seminars. Keeps abreast of new techniques and developments in training. Able to create and lead some training.
- Designs and administers training and development surveys to determine the effectiveness of training programs.
- Leads process of identifying and defining present and future training needs by ongoing engagement with managers and staff to identify needs.
- Works one-on-one with employees to identify training and improved practices needed to address performance deficiencies.
- Works with the OHR Director to create succession plans for LSC and identify career development plans for employees.
- Implements annual performance assessment program training to ensure employees and managers understand the program, how to effectively and consistently participate, and its benefits to them. With the assistance of the OHR Director, works directly with managers to address issues with employee evaluations to ensure that managers craft meaningful employee evaluations that conform with policy.
- Oversees the effective operation of the performance assessment process, including ensuring 100%, timely, thoughtful compliance with the annual schedule and the maintenance of all records by monitoring and overseeing all aspects of the program. Will work closely with directors to ensure that all policies are administered in a consistent, fair, and equitable manner.
- Coordinates an annual review of position descriptions to ensure that each employee has a current and accurate position description.
- Trains new employees to understand the performance management program.
- Issues regular reports on compliance with performance assessment deadlines, training and professional development program utilization, and recruitment efforts and successes.
- Assists the OHR Director in creating annual budget.
- Assists the OHR Director with monitoring internal labor relations and keeping abreast of relevant labor/employment laws to ensure compliance; drafts policies/updates as necessary.
- In collaboration with the Benefits Managers, manages the operations of OHR in the absence of the Director.
- Performs additional duties as assigned.

CORE COMPETENCIES:

Strong leadership and management skills, sound judgment, and excellent written and oral communication skills. Unimpeachable integrity and personal ethics. Strong commitment to diversity. High degree of flexibility, capacity for self-management, and attention to detail. Understanding of and commitment to organizational mission and goals. Strong organizational skills and ability to manage multiple priorities. Ability to influence, motivate, challenge, and inspire confidence among others.

Technical/Specialized Skills and Experience:

Minimum of seven (7) years of progressive responsibility in Human Resources required; Bachelor's degree required; extensive experience in staff recruitment, development, and performance evaluation; Master's degree in a relevant discipline and PHR or SPHR certification strongly preferred; experience with labor-management relations preferred.

SALARY AND BENEFITS:

Salary Range: \$65,000 - \$90,000 (including Locality Pay), depending upon qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE:

Submit a résumé, cover letter, writing sample and salary history to:

Legal Services Corporation
Office of Human Resources (#1260)
3333 K Street, NW, 3rd Floor
Washington, DC 20007-3522
Fax: 202.337.6383
E-mail: jobs@lsc.gov

Note: Electronic applications are preferred. If applying by e-mail, please include the job title in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends upon creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.