



<b>Job Title</b>	Human Resources Manager
<b>Department</b>	Administration
<b>Reports to</b>	Director of Administration
<b>FLSA Classification</b>	Exempt

### **About the DowntownDC BID**

The DowntownDC Business Improvement District (BID) is a private non-profit organization that provides capital improvements, resources and research to help diversify the economy and enhance the Downtown experience for all. This special district, where property owners have agreed to tax themselves to fund services, encompasses a 138-block area of approximately 526 buildings from Massachusetts Avenue on the north to Constitution Avenue on the south, and from Louisiana Avenue on the east to 16th Street on the west. As a catalyst, facilitator and thought leader, the DowntownDC BID promotes public/private partnerships to help make DowntownDC So Much More. For more information, visit [DowntownDC.org](http://DowntownDC.org) or follow us on Twitter [@downtowndcbid](https://twitter.com/downtowndcbid).

### **Position Summary**

Assist the Director of Administration in managing the human resource and administrative activities of the DowntownDC BID. Specific responsibilities will include but are not limited to assisting with hiring and screening activities, induction and onboarding of new employees, benefits administration, staff enhancement, training and development, and maintenance of personnel files and other personnel-related functions.

### **Duties and Responsibilities**

Human resource functions include assisting with, but are not limited to, the following:

1. **Employee Relations:** Responsible for the oversight and management of employee relations issues, internal investigations, and prompt problem resolution. Also managing the investigative process for internal complaints of discrimination, harassment, retaliation, and other high-risk employment issues. Work closely with Director of Administration and senior leadership to implement consistent and appropriate corrective and preventative actions as needed.
2. **Recruitment and Hiring:** Draft and/or update position descriptions, create notices of hire, strategically place ads or work with hiring organizations to recruit top talent. Assist with the screening of applicants. Respond to inquiries concerning advertised positions. Check references and other employee information. Prepare and forward correspondence to applicants. Respond to questions regarding the company's status on available positions.
3. **Employee Onboarding/Offboarding:** Compile new hire benefits package. Work with BID staff to distribute company equipment. Communicate coverage and terms of benefit plans via oral and written presentations. Assist with the preparation of employee contracts. Perform exit interviews and work with BID staff to retrieve company equipment.

4. **Benefits Administration:** Understand and apply the company's specific benefit plans and policies in accordance with equal opportunity laws and regulations. Ensure the timely completion and submission of pertinent documents including the W-4, and other tax and benefit forms. Track employee information including dates for performance evaluations, benefit eligibility dates and other deadlines to ensure on-time employee inclusion. Prepare and disseminate notification documents of personnel actions, changes to benefit plans, and other information. Assist with the review and evaluation of existing benefit plans and the review of potential new plans.
5. **Maintenance of Personnel Files/Benefits:** Promptly file employee action forms, performance evaluations and other personnel-related documents in personnel files. Conduct periodic reviews of files to ensure the inclusion of required documents. Maintain personnel files, both paper and digital, in a manner that allows quick access to, and easy retrieval of, information. Manage compliance with EEO, OSHA, FMLA and other personnel-related regulatory requirements.
6. **Staff Training, Development and Enhancement:** Assist with identifying diverse training sessions to be offered by the BID. Conduct orientation sessions on company benefit plans. Receive training requests from staff members. Assist with tuition reimbursement requests/responses.
7. **Administrative Responsibilities:** Compile data to create reports on all HR-related information. Work with the Payroll Manager to oversee and execute hourly employee timekeeping and corporate staff payroll processing. Assist with board of director-related activities as requested. Serve as backup person for reception area, order supplies as required, respond to inquiries from internal and external sources, open and close office and other required administrative duties as needed.
8. Work with BID staff to create HR digital communication related to holidays, benefit changes, facilities updates, and other employee or organization specific news. Create and maintain office emergency plan, emergency training, Covid-19 and other office procedures.
9. Provide support for other projects as requested and assigned.

### **Qualifications**

- Required Bachelor's degree in Business Administration, Human Resource Management or related field and a minimum of five years of personnel-related and administrative experience. **Written and verbal fluency or proficiency in the Spanish language preferred.**
- Thorough knowledge and understanding of Equal Opportunity Law and good knowledge base in Human Resource Management and personnel administration and regulatory compliance required.
- Fluency in Microsoft Office suite of products, including Outlook, and Excel and spreadsheet software packages required.
- Clear written communication skills, and excellent verbal communication and interpersonal skills required. Experience working with confidential personnel matters and associated documents.
- Creative problem solver with a positive demeanor: proactively and effectively communicates throughout assigned tasks.
- Ability to handle multiple priorities, meet deadlines and maintain high productivity, accuracy and attention to detail required.

- Responsive and timely.
- Enthusiastic about seeking out, learning and implementing latest HR technology, procedures and policies.

The DowntownDC BID is an equal opportunity employer and recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

**TO APPLY:**

To apply please email a copy of your resume and cover letter detailing your relevant experience to [info@downtowndc.org](mailto:info@downtowndc.org). Please send documents in PDF format and email with the subject line "HR Manager Candidate -Your First Name and Last Name"; for example: HR Manager Candidate - John Doe.