

Vacancy Announcement: Associate Director -Enforcement-

Overview

Located in the heart of the nation's capital, the District of Columbia Office of Human Rights (OHR) is one of the nation's premier civil rights enforcement agencies, enforcing some of the most progressive civil rights laws in the United States. Our team is comprised of a diverse group of individuals who share a commitment to social justice. We are currently seeking a talented individual for an Associate Director of Enforcement position.

The incumbent functions as the Associate Director of the Enforcement Unit. They are responsible for the overall efficient and effective functioning of the agency's human rights enforcement programs, services, and operations, which include intake, investigation, alternative dispute resolution, and other related functions. The incumbent provides strategic planning, direction, leadership, and management control of staff activities associated with these components to meet organizational goals and objectives. If you are interested in joining our dynamic team, please apply below.

Duties and Responsibilities

The incumbent works under the general administrative direction of the Director, who provides administrative direction for assignments in terms of broadly defined objectives and functions of the agency. The incumbent exercises full authoritative responsibility and wide latitude for managing, administering, developing, and carrying out the agency goals and objectives. The incumbent works closely with the Director, consults with the Director prior to making major decisions and keeps the Director apprised of decisions, commitments, and controversial matters, issues, or problems with widespread policy implications and far-reaching effects on the agency. Work is reviewed based on results achieved and accomplishment of overall objectives.

Serves as the authority in the establishment of policies, procedures, and best practices for the Unit. Specifically analyzes the effectiveness and utilization of agency facilities and resources and manages responses to customer compliments and complaints. Participates in identifying long-range goals and program delivery objectives for inclusion in the Agency's Annual Performance Plan. Plans, develops, and administers a program of operations and operating policies and procedures to implement the office assigned functions.

Exercises full program planning and managerial responsibility, overseeing all administrative functions associated with managing enforcement unit programs, including identifying, tracking, and analyzing performance metrics, producing statistical reports, and managing responses to customer compliments and complaints. Serves as the authority in establishing policies, procedures, and best practices for the enforcement units, by analyzing the effectiveness and utilization of agency facilities and resources. Conducts assessments of program effectiveness and implements improvement strategies using qualitative and quantitative methods. Manages, supervises, and directs the day-to-day activities of senior managers within the enforcement units. Evaluates the performance of subordinates and identifying developmental and training needs.

Confers regularly with the Office of the General Counsel to draft, review and edit a variety of documents, including letters of determination and resource materials. Develops long term and short-term goals for the enforcement unit that are consistent with OHR's mission. Identifies strategic goals, objectives and initiatives to be included in the agency's annual performance plan. Confers regularly with the senior leadership team and Director to keep them apprised of new or changing policies, positions, requirements, and special priority matters specific to the enforcement unit.

Represents the agency at meetings, conferences and other forums with local stakeholders, the media, business, and public interest groups; communicates the agency's position on matters relevant business matters, current needs, and other departmental initiatives. Advises the Director on controversial issues and matters having policy and

programmatic impacts. Manages, supervises, and directs the day-to-day activities of senior managers. Evaluates the performance of subordinates utilizing criteria that measures program effectiveness, efficiency, and utilization.

To Apply

All applications should be submitted online through the D.C. Government Careers Opportunities page: <http://careers.dc.gov>. Internal District government applicants may also apply via the “recruiting” tab in their PeopleSoft. The vacancies can be searched by title or the Job I.D. number: 23245. The Office of Human Rights will also recruit for this position at the upcoming D.C. government hiring fair on Tuesday September 12, 2023, from 10:30am to 4:30pm. The event is free and individuals wishing to participate will be required to pre-register. Pre-registration begins August 28th and ends September 11th at 11:59pm. You can register at the website: <https://sites.google.com/view/2023-dcpl-hiring-event/home>. Pending a resume review and qualifications assessment based on the resume, candidates identified with matching backgrounds will be invited back to the agency they have applied to.

The District Government is an equal opportunity employer. Therefore, having an active complaint with the D.C. Office of Human Rights (OHR) does not affect an applicant's ability to apply for employment with the government, including OHR.

Duration

Applications will be accepted for ten days through the D.C. Government Careers Opportunities page, between now and **September 18, 2023**. For the upcoming hiring fair, pre-registration and applications are accepted up until September 11, 2023.

Compensation

Compensation will be based on applicable rules, regulations, and guidelines, and commensurate with experience and previous salary history.

Contact Information

All inquiries should be directed to the OHR Human Resources Department at ohr.humanresources@dc.gov or 202-727-4559.