

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

MEMORANDUM: Human Resources/ Vacancy #19

DATE: February 22, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelly *Everett B. Kelly CB/DC*
National President

SUBJECT: Vacancy Announcement – HR Deputy Director, Lead, G14 Human Resources Department

A vacancy now exists for the position of HR Deputy Director, Lead Human Resources Department, effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

Official Station: National Office

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resume to jobs@afge.org, Attention: Vacancy Announcement #19 to Human Resources. Expressions of interest from (**internal candidates**) must be received by the close of business on Friday, March 1, 2024.

cc: National Executive Council
Director, Finance

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
AFGE WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Human Resources Department
Location:	National Office
FSLA Classification:	Exempt
Position Title:	HR Deputy Director, Lead
Date of Revision/Creations:	February 20, 2024

CLASSIFICATION: HR Deputy Director, Lead

I. INTRODUCTION:

The Deputy Director of Human Resources (HR) is responsible for supporting the HR Director in leadership and management within the HR Office, including HR Operations, Employee & Labor Relations and Employment Matters. The Deputy Director serves as an advisor to employees and management on human resources matters in an effort to create and foster an employee-oriented, high-performance culture that emphasizes trust, empowerment, commitment, accountability and results. The Deputy Director may serve as the Acting HR Director in the absence of the Director. This position will have supervisory responsibilities. The Deputy Director will report to the HR Director.

This position must discreetly maintain sensitive, private and confidential information related to AFGE officers/employees, personnel issues and data, and proprietary information. The Deputy Director must demonstrate a high level of integrity.

II. DUTIES AND RESPONSIBILITIES

At the direction of the HR Director, the incumbent will perform the following duties:

A. Assist in Day-to-Day HR Operations:

- Assist the HR Director in the development of department goals, objectives, and systems;
- Support AFGE leadership, management and employees by providing HR advice, interpreting policies and procedures and analyzing information and making recommendations on the appropriate course of action;
- Assist the HR Director, and support the HR Team, in managing, planning and coordinating HR functions, including, but not limited to:
- Grade/Step Increases; Quality Increases; Career Ladder Increases;
- Assist with the management of parking passes at Headquarters;

- Assist with the Annual ACA 1095-C Reporting;
- Assist with EEO-1 Reporting;
- Manage the ADP and CareFirst File Feed;
- Work with the Benefits Broker;
- Assist employees with ADP Timesheet Management;

B. Assist with Employee and Labor Relations

- Manage employee relations matters by addressing performance and conduct issues;
- Monitor and advise management and supervisors on disciplinary issues;
- Participate in the decision-making process regarding employee relations issues;
- Support the Labor and Employment Counsel in HR with labor and employment-related matters and assist with a broad range of labor and employment-related tasks, including support internal labor and employment investigations; review grievances, requests for information, research and advice for collective bargaining negotiations.

C. Assist with Employment Matters

- Work with the HR Specialist on performance management and employee training and development;
- ADP leave and time management;
- Support parking and records management at Headquarters;
- Work with the HR Specialist on Benefits (insurance and retirement);
- Provide guidance and direction in developing and implementing processes, procedures, policies, and training programs;
- Stay abreast of issues and changes in federal, state, and local laws and AFGE policies and procedures;
- Keep the HR Director advised of day-to-day operations and any issues that may require escalation;
- Other duties as assigned.

III. WORK ENVIRONMENT

This job operates in a high-paced, highly confidential professional environment working to establish AFGE's organizational and departmental goals. The incumbent will routinely use standard office equipment such as computers, scanners, and phones and other relevant technological solutions. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

IV. CONTROLS OVER THE POSITION

The Human Resources Deputy Director works under the supervision of the Director of Human Resources who reports to the National President.

V. QUALIFICATIONS

Required:

- Bachelor's degree or the equivalent combination of education and experience is required.
- At least 7 years of HR management leadership experience and demonstrated capability and expertise in HR functions are required.
- A minimum of 5 years of supervisory/managerial experience is required.
- Must have the ability to use good judgement, make sound decisions and practice critical thinking.
- Must be willing to work in-person at AFGE's Headquarters in the District of Columbia with telework subject to AFGE's telework policy.
- Must be able to engage in overnight travel occasionally for work assignments.
- Must be capable of maintaining confidentiality of often highly sensitive information related to AFGE officers/employees, personnel issues and data, and proprietary information.
- Ability to manage complex issues or situations using proven problem-solving skills.
- Demonstrated experience with training and development including employee and organizational performance and career development.
- Demonstrated experience in full-cycle recruitment.
- Excellent attention to details.
- In-depth knowledge of HR laws, practices, and standards.
- Effective written and verbal communication skills, including writing skills for the development of written reports.
- Must possess good interpersonal communication skills and demonstrate the ability to collaborate, partner and consult with others.

Preferred:

- MBA, JD, HR certification or other relevant professional certification preferred.
- A combination of private, government and/or public sector experience.
- Experience working in a unionized workforce, managing grievances.
- Experience working with ADP including Time & Attendance.
- Interest in labor management, social justice, and/or advocacy issues.

- Certification in SHRM and/or employment law, workplace investigation, labor negotiations, conflict management, organization development or other relevant workplace competency.

VI. EEO STATEMENT

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.