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EXECUTIVE DIRECTOR
OFFICE OF HUMAN RESOURCES

The Opportunity

The Office of the Chief Financial Officer (OCFO) for the Government of the District of Columbia seeks an Executive Director to lead the Office of Human Resources (OHR).

Reporting to the Deputy CFO and Chief of Staff, the Executive Director oversees all human resources functions for the OCFO and serves as a strategic advisor to agency leadership. The Executive Director ensures that HR programs and services support the OCFO's mission and long-term goals while fostering a productive, equitable, and compliant workplace.

This role provides leadership for all major HR functions, including talent acquisition, classification and compensation, employee and labor relations, benefits administration, training and professional development, and performance management.

About OCFO

The mission of the OCFO is to strengthen the fiscal and financial stability, accountability, and integrity of the Government of the District of Columbia.

The OCFO provides strategic financial leadership and services across the DC government. The organization includes the Executive Office of the CFO, Central Financial Operations, Agency Financial Operations, and several affiliated entities, including the Office of Lottery and Gaming and the financial operations of independent agencies such as Events DC, University of the District of Columbia, and the Not-for-Profit Hospital Corporation.

The Executive Director Role

The Executive Director provides overall leadership and direction for the Office of Human Resources and its programs. The position is responsible for ensuring that the OCFO attracts, develops, and retains a highly qualified workforce while maintaining compliance with federal and DC laws and regulations.

Working closely with the OCFO executive team, the Executive Director aligns HR strategies with organizational priorities, advises leadership on workforce planning and employee relations matters, and oversees the delivery of HR services across the agency.

Essential Duties and Responsibilities

- Develop, implement, enhance, and enforce HR policies and procedures to improve the agency's overall operations and effectiveness.
- Translate the OCFO's strategic business plans into HR operational goals and initiatives.

- Engage in long-range planning and evaluate the impact of new programs, strategies and regulatory requirements on the agency; advise OCFO leadership of resulting impacts on the agency's recruitment, development, morale and retention of staff.
- Drive the implementation of HR programs and initiatives across all business units.
- As the HR subject matter expert, provide technical advice and knowledge to all programs and divisions across the agency and within the OHR.
- Oversee talent acquisition strategies and ensure strategies are aligned with the OCFO's vision and values and support a culture of continuous improvement.
- Identify gaps between current organizational capabilities and the skills and competencies needed to realize the agency's strategy. With the leadership team, work on organizational structure and strategy, including developing and implementing plans to acquire the necessary skills to develop internal staff through training and development initiatives.
- Oversee the classification and compensation system for all employee groups ensuring market competitiveness and internal equity.
- Drive effective execution of talent management initiatives across the agency, including performance management and succession planning.
- Direct employee relations and labor relations activities, including interpreting the collective bargaining agreement, advising agency supervisors and employees, and making sound decisions on behalf of the OCFO regarding agency policies and collective bargaining agreements, to include strengthening labor management partnerships.
- Provide leadership in resolving grievances and workplace disputes.
- Serve as the OCFO representative at legal and administrative hearings, mediations, arbitrations, and similar forums and make final decisions on the OCFO's behalf in collaboration with other executive stakeholders (OCFO General Counsel and OCF Deputy CFO and Chief of Staff).
- Respond to subpoenas, public records requests, and other requests for information, as necessary.
- Make technical decisions on problems presented by subordinate managers, management officials, employees and external customers, and provide guidance, counsel, and instruction on both technical and administrative matters.
- Evaluate performance standards of subordinate managers, providing advice, counsel and instruction to individual employees, on both work and administrative matters. Review evaluations made by subordinate supervisors on other employees.
- Direct, coordinate, or oversee work using subordinate supervisors, or comparable personnel. Find and implement ways to eliminate or reduce significant bottlenecks and barriers to production, or improved business practices.
- Ensure all federal and state laws, compliance needs, and standards are met.
- Perform other related duties as assigned.

Employee/Labor Relations

- Facilitate communication among employees and management by providing guidance and consultation regarding problem solving, dispute resolution, regulatory compliance, litigation avoidance; strive to resolve internal conflict informally through appropriate conflict

management and mediation techniques.

- Manage and oversee the OCFO performance evaluation process (initial probation process and annual evaluations), including recommendations for process improvement and implementation.
- In collaboration with OCFO Office of General Counsel (OGC), interpret Federal and District regulations and OCFO policies and procedures regarding employee relations.
- Advise managers and supervisors on the enforcement of labor contracts, employment law, workplace health and safety regulations, and related personnel policies and procedures.
- Develop policies and procedures to facilitate the implementation of negotiated agreements/contracts; interpret OCFO policies/procedures for employees as needed.
- In consultation with OGC, lead negotiations with union representatives.
- In consultation with OGC, manage employee relations cases, from incident report through final disposition; formulate responses, proposals and settlements for presentation to collective bargaining agents or employee association representatives.
- Conduct investigation of employee grievances and issues detailed reports of findings and recommendations for resolution to the appropriate parties.
- Work proactively to address employee relations matters by implementing strategic management measures, such as employee/labor relations briefings and training for managers and supervisors as needed.
- Research, analyze, and prepare data for use in labor negotiations, arbitrations and employee association meetings.
- Manage the OCFO Family Medical Leave (FMLA), Unemployment Insurance, and Workers' Compensation processes to ensure compliance with federal/District laws; develop and conduct training on specific subject matter as needed.
- Ensure effective representation of the OCFO at hearings and other administrative processes involved with employee and labor relations matters, unemployment, workers' compensation, grievances and related matters.
- Conduct exit interviews with employees and report findings to senior management/leadership as needed.
- Stay abreast of current trends in HR management specific to employment law.
- Attend internal and external meetings and training that will increase knowledge in HR and Management/Employee/Labor Relations.

Management/Administration

- Implement strategic planning in relation to personnel programs and trends in HR management; establishes and implements long-range programs in all aspects of HR.
- Collaborate with the OCFO executive team to work on various projects as needed.
- Communicate regularly with the OCFO executive team regarding changes to HR processes or matters that affect Faculty/Staff.
- Maintain knowledge of industry trends and employment legislation pertaining to all HR matters.

Required Skills, Experience, and Desired Qualifications

- Bachelor's degree from an accredited institution in Human Resources Administration, Public Administration or related field.
- At least ten (10) years of progressively responsible leadership and supervisory experience in HR with experience in all major HR functional areas.
- Evidence of work with state agencies or other organizations on issues related to employment and labor relations.
- Working knowledge of employment laws, and EEO compliance and reporting requirements.
- Must be a highly motivated individual with demonstrated leadership abilities and a hands-on approach to administering HR functions.
- Demonstrated interpersonal and communications skills and ability to be effective with verbal and written communications.
- Demonstrated cultural awareness and sensitivity working with individuals of diverse identities.

Preferred Qualifications

- Master's degree from an accredited institution in human resources management or related field and professional HR certifications (Certified Human Resources Professional designation).
- PHR/SPHR Certification.
- Experience working with technology and educational integrated software systems.
- Knowledge of and working experience with Title IX.
- Strong quantitative and statistical skills and experience with HR data analysis and reports.
- Knowledge of federal government position classification standards would also be helpful.

Compensation

The salary range for this position is \$205,373 - \$225,10. A competitive compensation package will be offered to attract an outstanding candidate.

To Apply

To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

Sterling Martin Associates is committed to providing equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, religion, color, age, gender (including pregnancy, childbirth, or related medical conditions), marital status, parental status, sexual orientation, gender identity, gender expression, ancestry, national origin, citizenship, political affiliation, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.

Additional Information

For more information, contact:

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