

Location: Washington D.C.

Task #1 - Organizational Development and Human Resources (HR) Support

The contractor shall provide support for the full spectrum of human resource and organizational development activities to include planning, consulting, and management services to assist in clearly defining agency and employee objectives and improving overall performance and organizational development. The contractor shall provide support for accomplishing the day-to-day activities and paperwork needed to manage the HR activities necessary for successful employee recruitment, evaluation, on-boarding, and human capital management.

- Assist Govt staff in establishing a HR activity within the organization that complies with all government principles, laws, regulations, and best practices
- Analyze and evaluate current staffing including turnover rates, vacancies, and current recruiting strategies to identify and forecast staffing situations
- Classify positions and provide management with insight into establishing organizational structures that support desired grade levels and facilitate employee career development
- Develop standards for career development and training, recruitment and retention incentives, organizational design, and position classification and position management
- Conduct recruitment and placement activities, including special recruiting authorities and strategies
- Plan and execute creative recruitment and retention campaigns to locate, identify, and retain highly qualified candidates
- Ensure that mandatory requirements such as employee performance plan issuance, mid-year reviews, and final reviews are met

- Formalize effective performance appraisal and awards programs
- Advise managers and supervisors on evaluation, feedback and recognition techniques, establishment of critical elements and standards, aligning employee performance plans with organizational goals, performance requirements, and the overall adequacy and quality of employee performance plans.