

VACANCY ANNOUNCEMENT 2016-4

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: January 19, 2016

POSITION TITLE: Human Resources Specialist (Full-Time Permanent)

LOCATION: Knoxville, TN

SALARY: CL 27/1 to CL 28/61 (\$47,390 to \$92,336)
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System.

PROMOTION POTENTIAL: There is promotion potential to the CL 28 level without competition (when determined qualified and depending upon budget).

CLOSING DATE: Expected closing date: February 9, 2016. Opportunity will be considered open until the position is filled or cancelled.

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Human Resources Specialist position responsible for performing and coordinating administrative, technical, and professional work related to human resources programs ensuring compliance with appropriate guidelines, policies, and approved internal controls. The incumbent implements, monitors, and administers human resource policies, procedures, and standards and advises on a wide range of payroll and benefit issues. Duties include, but are not limited to, the following:

- Performs duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, and records maintenance.
- Reviews, researches, analyzes, develops, and recommends human resources policies to unit executive.
- Ensures adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties. Develops, monitors, and updates internal controls policies and procedures.
- Assists in managing position classification standards under the Court Personnel System and Judiciary Salary Plan; develops and updates position descriptions and assists in the administration of the performance management system, including assisting in the development of performance standards and rating criteria.
- Coordinates with managers and unit executive on the assessment and evaluation of staff performance and maintains a tracking system for employee evaluations and step increases. Assists unit executive in the development of performance management plans and compensation strategies.
- Prepares and processes personnel and payroll actions such as appointments, promotions, separations, terminations, and within-level increases.
- Manages human resources records, including payroll and recruitment records.
- Prepares budgetary justifications and spending requests for HR related supplies, equipment, advertising expenses, and training tools for the annual budget.
- Maintains and updates the court's Personnel Manual containing current general office policies, procedures, and guidelines, including all relevant Human Resources matters.

- Assists in training needs assessment in human resources related areas.
- Designs, coordinates and delivers internal human resource training programs; drafts manuals, handbooks, job aids, web content and other human resource training materials.
- Conducts research and analyzes data and trends to develop a variety of organizational, statistical, budgetary, and operational reports; and makes recommendations to unit executive on staffing and budget impacts, hiring practices, and policies and matters affecting court administration and operations.
- Provides employees with advice and guidance on a wide range of payroll and benefit issues and informs employees of available resources specific to their needs.
- Administers all benefits programs; acts as benefits coordinator and provides advice and assistance to active and retiring employees in all areas of federal benefits; and remains current on new legislation and changes to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding benefit matters.
- Advises unit executive, judges and managers on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Develops and maintains fair employment policies and practices. Coordinates procedures of the Employee Dispute Resolution (EDR) Plan; maintains and compiles accurate program data and reports, and assists with grievance and adverse action procedures.
- Administers and utilizes automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.
- Develops, coordinates, and presents seminars regarding personnel related issues, including benefits, and secures outside expert speakers in a particular area of specialization, if needed.
- Serves as part of the team responsible for planning and implementing the court's *Continuity of Operations Plan (COOP)* and *Occupancy Emergency Plan (OEP)*.
- Such other duties as may be assigned by the Clerk of Court or Chief Deputy.

GENERAL QUALIFICATIONS:

- Exceptional organizational and time management skills.
- Excellent written and verbal communication skills with ability to communicate information clearly and accurately.
- Strong interpersonal skills and ability to collaborate and work effectively with other agencies, court staff, chambers staff, and judges.
- Ability to consistently demonstrate sound ethics, exercise mature judgment, and maintain confidentiality.
- Strong motivation, initiative, attention to detail, and a positive and customer-focused attitude.
- Ability to timely and professionally handle a wide range of program areas to include classification, recruitment and staffing, training and development, employee relations, and salary and benefits administration.
- Availability for occasional travel, including overnight.

COURT PREFERRED SKILLS/QUALIFICATIONS:

- A relevant bachelor's degree from an accredited college or university.
- Four (4) or more years of HR-related work experience.
- Comprehensive knowledge of federal government human resource management systems and benefits programs.
- Proficiency in using a variety of HR-related applications, including the Human Resources Management Information System (HRMIS), Infoweb Personnel Projection System (iPPS), performance management systems, and other court applications.
- Excellent computer skills, and in particular proficiency in the use of Windows, Word, Lotus Notes/e-mail, Power Point, Excel, Adobe Acrobat.

MINIMUM QUALIFICATIONS:

A minimum of two years of specialized experience, which includes progressively responsible experience in at least one but preferably two or more of the functional areas of human resources management and administration (classification, recruitment and staffing, training, employee relations, pay and benefits administration, etc.) that provided knowledge of the rules, regulations, and terminology in the area of human resources administration.

Classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

To qualify at a CL 27, at least one year of the required specialized experience must be equivalent to work at the CL 25. Completion of a bachelor's degree from an accredited college or university AND one of the following superior academic achievement requirements can be substituted for the minimum experience requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- Standing in the upper third of the class.
- "3.5" average or better in a major that involves human resources management and administration.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field closely related to the subject matter of the position.

To qualify at a CL 28, at least one year of the required specialized experience must be equivalent to work at the CL 27. Completion of a Master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position can be substituted for the minimum experience requirements.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under "Excepted Appointments" and are considered "at will." Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a six-month probationary period.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to jobs@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at <http://www.tned.uscourts.gov/docs/ao78.pdf>)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF DOCUMENT MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE***