

**UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF ALABAMA
PROBATION OFFICE**

VACANCY ANNOUNCEMENT

Announcement No.: 2016-07

Date: October 11, 2016

Title: Human Resources Specialist

Classification Level: CL27

Salary Range: \$47,390 - \$77,030

Location: Birmingham, AL

Relocation Expenses: Funds Not Available

Closing Date: November 8, 2016¹

INTRODUCTION

The U.S. Probation Office and U.S. Bankruptcy Court for the Northern District of Alabama are seeking qualified applicants for the position of Human Resources Specialist. The person selected for this position will perform a wide variety of human resources activities. The Human Resources Specialist will provide a full range of human resource management services and advice to the respective court units, including planning and developing personnel policies and procedures.

DUTIES AND RESPONSIBILITIES

- Formulate, implement, and administer the full range of human resources policies, procedures, and standards for multiple court units with varying needs and priorities. Review, research, analyze, develop, and recommend human resources policies for the court units supported.
- Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures for multiple court units.
- Research, review, and analyze data and information on employment practices, staffing, and other statistical data. Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to court unit executives.
- Assist with developing and reviewing recurring staffing plans for multiple court units with varying needs and priorities.
- Perform analyses using various personnel scenarios for each unit and conduct modeling based on those scenarios. Make recommendations to each unit's management regarding staffing and budgetary impact.

¹This position is open until filled. Preference will be given to applicants who submit completed applications by close of business on November 8, 2016.

- Provide advice on organizational structures and classification standards and guide management on staffing and other human resources related proposed changes. Conduct job analyses and make appropriate recommendations to court unit executives.
- Coordinate with managers and unit executives for each unit on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist unit executives in the development of performance management plans, compensation strategies. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Advise unit executives, managers, judges, chambers staff, and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits, and related issues. Participate in management meetings for each unit as necessary.
- Advise unit executives, judges, and managers, on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Prepare and conduct training in HR related areas such as benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.
- Develop and maintain fair employment policies and practices. Coordinate procedures of the Employee Dispute Resolution (EDR) Plan and serve as EDR Coordinator for each court unit, as directed. Maintain and compile accurate data on these programs and prepare year-end reports. Assist with grievance and adverse action procedures.
- Perform duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers compensation, personnel action processing, records maintenance, etc., for multiple court units and chambers with varying needs and priorities.
- Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.
- Develop and maintain all recruitment related records, including position announcements, interview information and applicant demographic statistics, and recruitment files.
- Coordinate and conduct new-hire orientation for new employees, to include a review of payroll information, personnel policies and procedures, and benefit options.
- Serve as the official timekeeper for the respective court units. This includes monitoring and processing employees' time and attendance related records and ensuring that transactions and records adhere to appropriate rules and regulations. Monitor and assess functionality of a locally developed leave system.
- Manage background check and fingerprinting program by verifying applicant employment, checking references, taking employee fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining record keeping systems.

The incumbent will also perform other duties as assigned by the Chief Probation Officer and Bankruptcy Clerk of Court.

QUALIFICATIONS:

The incumbent must possess at least three (3) years of general experience and the following specialized experience.

Required General Experience

General experience is defined as progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and administrative machinery for accomplishing the work of an organization; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills and abilities in the resolution of problems; and

Required Specialized Experience:

Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

Grade Level CL 27: Two years specialized experience, including at least one year equivalent to work at the CL 25.

Educational Experience: An applicant may meet the qualification standard using experience and/or education for this position.

The completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements may be substituted for two years of specialized experience:

- 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 the major field of study;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field of study closely related to the subject matter of the position.

MISCELLANEOUS:

The incumbent must demonstrate effective communication skills and sound ethics and judgment; possess the ability to act with diplomacy and maintain confidentiality; possess the ability to organize and prioritize work assignments, be able work independently with little supervision and to work under pressure of short deadlines, have the ability to work harmoniously with others in a team-oriented work environment; be proficient in problem solving and identifying alternative solutions; and possess the ability to make timely and effective decisions.

REQUIRED CLEARANCES: Successful applicants will be required to submit to a background clearance which includes fingerprinting.

INCENTIVES/BENEFITS: Benefits include 13 - 26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, immediate matching Thrift Savings Plan, pre-tax programs (health, and dependent care), and insurance plans (i.e., health, life, disability, and long-term care).

DISCLOSURES: Only qualified candidates will be considered for this position. Applicants selected for further consideration will be contacted.

Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e, Direct Deposit).

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

The U.S. Probation Office and U.S. Bankruptcy Court have the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time, any of which may occur without prior written notice. In the event a position becomes available in a similar classification, within a reasonable time the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

APPLICATION PROCEDURE:

Please send a letter of interest prior to the close of business on November 8, 2016, outlining experience as it relates to the stated duties, responsibilities, and preferred skills of this position. In addition, all candidates for this position must submit a resume with three professional references, and a copy of their most recent performance appraisal, if available.

It is preferred that application materials be emailed as one document in PDF, Word, or WordPerfect format to resumes@alnp.uscourts.gov. If mailing, fax, or hand delivering, application materials must be received prior to the close of business on November 8, 2016, at the following address:

David A. Russell
Chief U.S. Probation Officer
Robert S. Vance Federal Building
1800 Fifth Avenue North, 2nd Floor
Birmingham, AL 35203
Fax Number: (205) 716-2970

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER