



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: HUMAN RESOURCES SPECIALIST
VACANCY NUMBER: 20-11 I/E
SALARY RANGE: CL 26/27/28
LOCATION: Philadelphia, Pennsylvania
POSTING DATE: February 18, 2020
CLOSING DATE: Open until filled

The United States District Court for the Eastern District of Pennsylvania is currently accepting applications for a full-time **Human Resources Specialist**. The Human Resources Specialist performs and coordinates administrative and professional work related to human resources programs and training activities, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls for the Office of the Clerk of Court and judicial staff. Human Resources Specialists may lead the work of human resources and/or training technicians or administrative support staff however, their responsibilities do not involve formal supervisory responsibilities. The incumbent conducts research, performs analyses, and conducts audits on data and trends to develop a variety of organizational, statistical, budgetary, and operational reports. The incumbent makes recommendations to court unit executive on staffing and budget impact, hiring practices, and human resources policies and matters affecting court administration and operations. The incumbent may provide support to other court units according to a shared services agreement but reports directly to the Office of the Clerk of Court.

REPRESENTATIVE DUTIES

- Implement and administer human resources policies, procedures, and standards. Research, draft, and recommend human resources policies. Provide information to judges, court unit executives, senior managers, and court staff on human resources matters, procedures, and practices.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, disciplinary actions, within grade increase, and performance management. Maintain payroll and personnel records system using Human Resources Management Information System (HRMIS). Prepare and utilize spreadsheets to track personnel actions. Review and electronically submit final workers compensation claims to Department of Labor.
- Conduct assigned recruitment efforts such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the court unit; review applications for completeness. Coordinate interviews. Maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.

- Conduct job analyses. Develop and update position descriptions. Create and classify position descriptions.
- Coordinate with managers on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist court unit executive in development of performance management plans. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Assist with grievance and adverse action procedures.
- Conduct and coordinate new-hire orientation for new clerk's office and chambers' employees to include a review of payroll information, personnel policies and procedures, IT security training, and benefit options.
- Initiate background checks and investigations and issue credentials and identification cards.
- Maintain and audit leave and timekeeping records.
- Assist with benefit program coordination, distribute benefits information, and address routine benefit questions.
- Assist with training activities within the court unit such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g. meeting rooms, web-based resources, etc.).
- Answering routine questions and directing visitors/callers to the appropriate person or department.
- Perform other duties as required.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS, AND ABILITIES)

Human Resources

- Knowledge of human resources procedures and practices regarding processing human resources paperwork and electronic transactions. Knowledge of human resources management such as staffing, classification, and compensation. Knowledge of federal employees' benefits programs, leave, pay policies, and procedures. Skill and accuracy in data entry. Skill in researching and interpreting guidelines, rules, regulations, and policies. Skill in completing various personnel and benefit forms and maintaining related records. Ability to plan and organize logistics for training activities. Ability to make recommendations to court unit executive or designee on personnel matters. Ability to assist in the review of organizational functions and make recommendations on staffing, structure, and other human resources matters.
- Knowledge of staffing trends and impact on budget process. Skill in developing statistical reports relating to staffing projections and various staffing scenarios. Skill in analyzing court unit's current and prior year staffing budget, recognizing trends, and making recommendations to court unit executive.

Training

- Extensive knowledge of training resources, training policies, procedures, practices, and standards, career development, online learning, and needs assessment techniques. Skill in working with managers on training requests. Skill in developing presentation materials and training aids. Skill in planning, organizing, and managing logistics, and maintaining records.
- Ability to learn and convey new material to individuals and groups. Ability to work independently, with minimal direction or oversight. Ability to anticipate and respond to changing priorities. Ability to multi-task and prioritize.
- Skill in recommending training initiatives to senior management. Skill in creatively presenting ideas and information. Skill in strategic planning for short and long term training programs.

Court Operations

- Knowledge of court operations, functions, and organizational structure. Knowledge of the *Guide to Judiciary Policy*, the *Human Resources Manual*, and internal control guidelines.

Judgment and Ethics

- Knowledge and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively, orally and in writing, to individuals and groups to provide information regarding human resources and training matters.
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Information Technology

- Knowledge and skill in the use of automated equipment including word processing, spreadsheet, presentation, and database applications, and ability to learn and use the Human Resources Management Information System (HRMIS), Personnel Projection System (iPPS), performance management systems, and other court applications.

QUALIFICATIONS

Compensation and classification level will be set based on work experience and qualifications.

- **To qualify for placement at CL 26 Level (\$50,655 - \$82,342):** Two years of specialized experience **and** completion of the requirements for a bachelor's degree from an accredited college or university preferably in business or public administration or other field closely related to human services.
- **To qualify for placement at CL 27 Level (\$55,664 - \$90,451):** Three years of specialized experience **or** two years of specialized experience plus at least one year equivalent to work at the CL 26 Level **and** completion of the requirements for a bachelor's degree from an accredited college or university in business or public administration or other field closely related to human services.
- **To qualify for placement at CL 28 Level (\$66,699 - \$108,444):** Four years of specialized experience **or** three years of specialized experience plus at least one year equivalent to work at the CL 27 Level **and** completion of the requirements for a bachelor's degree from an accredited college or university in business or public administration or other field closely related to human services.
- Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, and terminology of the area of human resources administration.
- Ability to maintain confidentiality, demonstrate sound judgment, and the ability to handle highly sensitive material is essential.
- Training and group facilitation experience.
- Ability to communicate clearly, accurately, and professionally.
- Strong attention to detail and organizational skills.
- Special consideration for candidates possessing certifications in Professional in Human Resources (PHR) and or Society for Human Resources Management – Certified Professional (SHRM-CP).

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered “at-will,” and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Reference checks will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal records checks, will be conducted as a

condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Applicants must be U.S. citizens.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY

Applicants must submit the following as a **single pdf document**: (1) letter of interest; (2) current resume; (3) list of at least three professional references with current contact information; and (4) completed and signed "AO 78 Application for Judicial Branch Federal Employment" (www.uscourts.gov).

Completed applications in a **single pdf** should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, "**Human Resources Specialist Vacancy #20-11 I/E (Your Name)**" and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer**