



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

**VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Human Resources Coordinator  
(Full-Time, Permanent)

**VACANCY NUMBER:** 24-04E (Amended)

**LOCATION:** Philadelphia, Pennsylvania

**SALARY RANGE:** CL- 26 (\$58,135 - \$94,464)  
CL - 27 (\$63,857 - \$103,811)  
CL - 28 (\$76,535 - \$124,433)  
(salary commensurate with experience)

**RE-POSTING DATE:** July 11, 2024

**CLOSING DATE:** Open until filled

**POSITION OVERVIEW**

The Human Resources Coordinator performs and coordinates administrative, technical, and professional work related to human resources programs for the Clerk's Office, judicial chambers, and Probation and Pretrial Services, including law enforcement and non-law enforcement positions. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The Human Resources Coordinator 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 the court unit executive(s) on staffing and budget impact, hiring practices, and human resource policies and matters affecting court administration and operations. The position is in the Clerk's Office of the U.S. District Court in Philadelphia; occasional travel within district will be required.

**REPRESENTATIVE DUTIES**

- Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, analyze, develop, and recommend human resources policies.
- 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.
- 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 the court unit executive(s).
- Assist with developing and reviewing recurring staffing plan. Perform analyses using various personnel scenarios and conduct modeling based on those scenarios. Make recommendations to management regarding staffing and budgetary impact. 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 the court unit executive(s).
- Coordinate with managers and the court unit executive(s) 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(s) in the development of performance management plans and compensation strategies. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Advise court unit executive(s), 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 as necessary.
- Advise court unit executive(s), managers, and leave approvers, 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.
- Assist with disciplinary action procedures.

- Perform duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers compensation, personnel action processing, records maintenance, etc. 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.
- Provide human resources support to other court units, as needed.
- Perform other duties as required.

### **MINIMUM QUALIFICATIONS**

To qualify for the CL 26 the applicant must have at least one year of specialized experience. To qualify for the CL 27 the applicant must have at least two years of specialized experience. To qualify for the CL 28 the applicant must have a year equivalent to work at the CL 27. 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.

### **COURT PREFERRED SKILLS AND EXPERIENCE**

A bachelor's degree from an accredited college or university in business or public administration, or other field closely related to human services; two or more years of HR-related experience; familiarity with federal benefits programs; federal court experience preferred but not mandatory; demonstrated ability to work with other court units including probation and pretrial services.

### **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. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination, and periodic five-year reinvestigations thereafter. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

### **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. To learn more about the Judiciary's benefits:

<https://www.uscourts.gov/careers/benefits>

### **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. 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. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

### **APPLICATION PROCESS**

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (5) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

**Qualified EDPA (internal) employees need only submit a letter of interest, detailed resume, and list of 3 references.**

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: [paed\\_apply@paed.uscourts.gov](mailto:paed_apply@paed.uscourts.gov) with the subject line, "**Human Resources Coordinator #24-04E Amended**" and **will not be considered complete** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration. **Applications received in response to the original announcement will automatically be considered.**

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania  
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.**