POSITION VACANCY – 2016-1

August 21, 2016

Clerk's Office, United States District Court
Eastern District of Washington
Spokane, Washington

HUMAN RESOURCES ADMINISTRATOR

Career Salary Range: CL 28 ($56,797 - $92,336)
CL 29 ($67,537 - $109,801)

Starting salary is dependent upon qualifications and experience

Application Closing Date: Friday, September 23, 2016 - 5:00 p.m.

The U.S. District Court seeks a dedicated and experienced human resources professional with excellent interpersonal skills and strong work ethic for appointment as a Human Resources Administrator for the Eastern District of Washington.

The Human Resources Administrator supports the district court clerk's office, chambers, and probation and pretrial services, to include law enforcement and non-law enforcement positions. The incumbent oversees and administers various professional, technical, and administrative aspects of the Court's human resources and employee development programs on a district-wide basis. Travel to divisional offices is required.

REPRESENTATIVE DUTIES OF THE POSITION

- Anticipate, originate, implement, and manage human resources policies, procedures, and standards for a district that shares administrative services. Research, analyze, develop, and recommend policies, procedures, and standards for multiple court units with different needs, priorities, and cultures. Provide leadership, coordination and guidance to assure compliance with human resources guidelines, policies and internal controls.
- Direct human resources staff in day-to-day responsibilities and advise on non-routine questions. Ensure a consistent human resources message and response to questions and problems raised by management and staff.
- Identify training requirements, locate and develop materials, and implement programs in human resources and employee development related areas, such as: retirement, HRMIS, recruitment, employee relations, performance management,

and Code of Conduct. Oversee, implement and deliver training programs and activities for court units served. Assist in the design, development, and presentation of training programs, including but not limited to new employee orientation, in-service workshops, technical and professional development topics, and management/leadership training.

- Provide guidance to managers and supervisors on how to address issues related to performance management, attendance, and policy violations. Provide employee relations and human resources counseling to employees. Ensure the development and monitoring of performance improvement plans and disciplinary actions are in compliance with court unit policy and practice. Oversee and monitor grievance and adverse action processes and procedures to ensure they are handled expeditiously and according to policy.
- Manage the judiciary benefits program for the court unit(s), ensuring all information is current, communicated timely, and employee inquiries are handled accurately and promptly. Manage workers' compensation, telework, recognition awards, and other human resources related programs according to applicable local, Administrative Office, and federal policies.
- Develop, manage, and administer a recruitment program which produces a broad pool of qualified candidates and incumbents, enabling the court unit to meet its staffing goals and needs. Remain current on new recruitment sources, strategies, and initiatives and recommend program enhancements as appropriate. Determine and recommend potential salary offers which are in compliance with Judiciary policies and guidelines, and negotiate and present job offers, as authorized. Identify program and policy areas needing improvement and recommend and implement viable solutions. Provide well-researched recommendations for alternative organizational structures to meet unit needs.
- Manage and implement the personnel budget for each court unit, recognizing the priorities, needs, and cultures of each unit. Consult with and make staffing recommendations to each unit's management. Provide advice on organizational structures and classification standards, and guide management on Human Resources related changes.
- Develop and classify position descriptions, develop evaluation tools, performance standards, and rating criteria. Advise unit executives, supervisors, and teams on the evaluation of staff performance throughout the year. Provide oversight of a tracking system for evaluations and salary increases district-wide.
- Review the *Guide to Judiciary Policy* and the *Human Resources Manual* to confirm adherence to human resources, budget, and procurement practices. Develop and update each court unit's HR internal controls policies and procedures, and verify compliance.
- Consult with and provide advice to judges, managers, and employees district-wide on human resources issues, procedures, and practices, including employee

relations, disciplinary actions, performance management, staffing, payroll, cost projections, and related matters.

- Work with management to anticipate and address potential employee relations issues. Develop and maintain fair employment policies and practices. Coordinate the court's Employee Dispute Resolution Plan and adverse action processes and serve as EDR Coordinator.
- Analyze data and produce clear and reliable reports. Interpret human resources data and identify ways in which that data may affect unit goals and objectives.
- Establish district procedures for benefits administration, recruitment, orientation, classification, personnel action processing, budget, payroll, separations, workers' compensation, and records management for multiple court units and chambers, each with different needs, priorities, and cultures. Develop and maintain a local human resources procedural manual.
- Monitor and evaluate the quality of work, level of compliance, and staff activities pertinent to human resources. Establish procedures for maintaining local personnel files, leave records, time and attendance, and payroll records. Recommend internal tracking systems covering all aspects of human resources operations for each unit to ensure consistency and compliance.
- Manage automated systems for human resources activities locally, including HRMIS, personnel projection systems, leave keeping systems, etc. Ensure electronic actions submitted through each system are accurate, comply with judiciary and local unit policies/procedures, and appropriate action approvals are documented prior to submission.
- Identify current and potential workflow issues; develop and/or implement solutions using current technologies. Recommend changes or improvements to automated systems.
- Advise unit executives, supervisors, and teams on leave administration, leave policies and tracking issues in adherence to local leave policies and procedures, as well as those set forth in the *Guide to Judiciary Policy*.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts. Demonstrate sound ethics and good judgment at all times.
- Serve as a clearinghouse or resource for information among the court units regarding all human resources needs.

QUALIFICATION REQUIREMENTS

To qualify for placement at the CL 28, two (2) years of specialized experience, including at least one year equivalent to work at the CL 27 **or** completion of a master's degree or two years of graduate study in an accredited university in human resources, business or public administration are required. If the selected candidate starts this position at a CL

28, they may later be promoted to a CL 29 without further competition. To qualify for placement at the CL 29, an applicant must have at least two (2) years of specialized experience, including at least one year equivalent to work at the CL 28.

A bachelor's degree and at least one year of supervisory experience is preferred.

Specialized Experience:

Specialized experience includes progressively responsible experience in human resources administration (classification, staffing, training, employee relations, etc.) which provided knowledge of the rules, regulations, terminology, etc. in the area of personnel administration.

The successful applicant must possess excellent management skills and demonstrate effective interpersonal/verbal and written communication proficiency. The applicant must be a team player and flexible in a changing environment. The successful applicant must also exhibit sound ethics and judgment, and work harmoniously with a diverse population. Attention to detail and ability to maintain confidentiality is critical.

INFORMATION FOR APPLICANTS

The U.S. District Court Employment Application form can be downloaded from the Court's public web site at: http://www.waed.uscourts.gov.

Qualified applicants should email a U.S. District Court Employment Application, a letter of interest and current resume, **as 1 document in PDF format** prior to the deadline, to:

HR@waed.uscourts.gov

Applicants invited to interview must travel at their own expense. Relocation expenses are not reimbursable.

The U.S. District Court requires employees to follow a code of conduct.

This position is considered "high sensitive" and the selected applicant must undergo an Office of Personnel (OPM) background investigation. Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Benefits include 13-26 days of annual and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed here.

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

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