UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
VACANCY ANNOUNCEMENT 17-05

POSITION TITLE: Director of Human Resources

POSITION TYPE: Full-time permanent

AREA OF CONSIDERATION: All qualified applicants

DUTY STATION: Cleveland, Ohio

CLASSIFICATION LEVEL: CL 30

SALARY RANGE: $84,391 - $137,183

OPENING DATE: March 3, 2017

CLOSING DATE: Open until filled. First consideration to applications received on or before March 20, 2017.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Director of Human Resources in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous Federal Court experience.

POSITION OVERVIEW

The Director of Human Resources leads a department which provides a full range of human resources management services and support to all division offices within the Northern District of Ohio, which includes Cleveland, Akron, Youngstown and Toledo. The Director is responsible for setting a strategic HR vision and for developing and implementing HR policies and procedures, works closely with the Clerk of Court and the Chief Pretrial Services and Probation Officer, and reports to the Chief Judge or his/her designee. Promotion potential to CL 31 ($99,283 - $161,340) without further competition.

REPRESENTATIVE DUTIES

- Leads the Human Resources function for the District Court: manages, develops, and mentors staff; organizes workflow and service delivery for HR programs and services district-wide.
- Serves as primary advisor on matters pertaining to human resources management.
- Implements initiatives to ensure alignment with Judiciary directives.
- Ensures that all practices are in compliance with regulatory and legal requirements.
- Responsible for the human resources support of all employees throughout the District.
- Assesses organizational requirements and implements processes, programs and practices necessary to attain the objectives of the Clerk and Chief Pretrial/Probation Officer.
- Reviews, conducts studies, performs analyses, evaluates, formulates and recommends an appropriate course of action on human resources issues.
- Develops local human resources policies and procedures adapted from policies prescribed by the Judiciary.
- Ensures classification, compensation and job qualification requirements conform to the appropriate requirements.
- Develops and manages recruitment, retention, assessment, training and succession planning processes.
- Develops, implements, administers and analyzes the performance management and employee recognition programs.

- Advises on matters pertaining to conduct and discipline, employee benefits and entitlements, and contributes to the accomplishment of special programs.
- Provides budgetary information related to salary expenditures and staffing recommendations through maintenance of the Infoweb Personnel Projection System (iPPS).
- Performs and oversees duties related to payroll, workers compensation, personnel action processing, records maintenance, and performance management.
- Develops and manages orientation programs for new employees.
- Manages and administers the employee benefits programs.
- Evaluates, recommends, designs and delivers training on human resources topics.
- Administers and directs the District's Equal Employment Opportunity (EEO) Policy and Employee Dispute Resolution (EDR) plan.
- Performs other managerial and administrative duties as assigned.

QUALIFICATIONS

- Bachelor degree in Human Resource Management, Business or related field from an accredited four-year college or university.
- Five years of specialized experience. Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of Human Resources (job analysis/classification, workforce management, recruiting and staffing, employee and organizational development, employee relations, etc.) that provides knowledge of the rules, regulations, terminology, etc. of the area of Human Resources administration.
- Thorough knowledge of all aspects of human resources management such as recruitment and staffing, classification and compensation, benefits, performance management, employee relations, grievance procedures and equal employment opportunity.
- Skill in the use of automated equipment including word processing, spreadsheet, presentation, database, and human resources automation systems and other computer systems; PeopleSoft Enterprise Applications experience a plus.
- Excellent skill and ability to communicate effectively both orally and in writing.
- Expert knowledge of human resources budgetary needs for current and future fiscal years.
- Experience in analyzing, evaluating and determining human resources needs and planning to implement those needs.
- Ability to identify and evaluate needs and develop and implement policies, procedures and programs.
- Skill in developing and delivering training and providing consultation.
- Ability to work under deadlines.
- Skill in counseling employees and ability to interact tactfully.

PREFERRED QUALIFICATIONS

- 6-10 years of progressive experience in human resources, preferably including experience in leading the HR function and staff.
- Master Degree or other advanced degree in a relevant field.
- Experience in developing and/or overseeing programs in leadership and employee development, organizational design/workforce management, and succession planning.
- Experience working in the public sector.
- PHR, SPHR or GPHR certification.

BENEFITS

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Federal court employees can join the Federal Court Clerks Association, a national, professional court organization • Fitness center • Transit subsidy

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. Applicants will be required to submit to a ten-year FBI background investigation (including references, criminal history and credit history), submit fingerprints and sign consent for IRS tax check and consumer report review. The selected candidate must successfully complete the ten-year background investigation with periodic updates every five years thereafter. Employment is provisional pending the successful completion of the background investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. 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. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the web site http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees

HOW TO APPLY

Submit the following documents to the address below: (1) a cover letter of interest that addresses qualifications and relevant experience; (2) a current resume, (3) names and contact information for two professional references; and (4) a completed form AO78 (Federal Judicial Branch Application for Employment), available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/. Applications may also be e-mailed to apply@ohnd.uscourts.gov**.** If you email the application documents, they **must** be sent as a single .pdf document. Use only one method of application. All requested documentation must be provided in order to be considered for this position**.**

United States District Court
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THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.