

U.S. District Court
Northern District of Ohio
Career Opportunity
VA #19-20



Human Resource Specialist

Location: Cleveland, Ohio

Reports to: Director, Human Resources

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL 27

Salary Range: \$51,828 - \$84,278

Posted: September 9, 2019

Closes: Opened until filled – first consideration will be given to applications received by Friday, September 20, 2019.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, three 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 Human Resource Specialist in our Cleveland courthouse.

POSITION SUMMARY:

This position is located in the Human Resources Department at the Northern District of Ohio U.S. District Court. Under the supervision of the Director of Human Resources, the incumbent provides a full range of human resources services and support to all employees. The Human Resource Specialist performs and coordinates professional, technical and administrative work related to human resource programs and activities. The Human Resources Specialist provides guidance and interprets and adheres to the Guide to Judiciary Policy, the Human Resources Manual, the Northern District of Ohio's Employee Manual, internal controls for separation of duties, and internal policies and procedures when handling management and staff inquiries. Occasional travel within and outside the District is required.

REPRESENTATIVE DUTIES:

Recruiting:

- Develop and maintain all recruitment related records, including position announcements, position descriptions, interview information, applicant demographic statistics, and recruitment files.
- Determine and use best methods to source applicants.
- Process recruitment requests; including, prepare notice of vacancy, review and rank applications, conduct phone interviews and coordinate and participate on interview panels.
- Coordinate and conduct interviews, prepare interview guides, and generate/present offers.

New Hire Orientation:

- Coordinate and conduct HR orientation for new employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Partner with Supervisors/Managers for departmental onboarding.
- Administer 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.
- Process Facility Access Cards (FAC) for the issuance of credentials and identification to new employees. Ensuring compliance with FAC guidelines and department procedures. Maintain

FAC related documents.

HR Administration:

- Assist and advise employees on payroll and benefit related matters and ensure requested actions meet applicable policies and requirements. Assist with organizing and conducting annual benefits open season fair and corresponding information workshops.
- Process a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and changes to employee benefits. Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner. Maintain accurate data to track employee qualifications for pay increases consistent with the judiciary pay standards and share this information with management.
- Monitor and process employee's time and attendance related records to ensure that transactions and records adhere to appropriate rules and regulations.
- Assist with maintaining statistics for annual Fair Employment Practices System and Telework reports.

Employee Relations/ Performance Management:

- Provide guidance to managers, and employees on human resource matters, practices and procedures related to employee relations, disciplinary actions, performance management, benefits and related issues.
- Monitor and administer the Performance Management Plan by ensuring that performance appraisals are completed as prescribed.
- Assist with grievance and adverse action procedures.
- Perform other duties as assigned.

QUALIFICATIONS: (Qualifications must be met at the time of application)

Education and Work Experience:

- Bachelor's degree in Human Resource Management, Psychology, Business or related field from an accredited four-year college or university.
- Minimum of Two (2) years of **specialized HR experience** obtained within the last seven years of employment, including at least one (1) year at the CL- 25 level.
- In lieu of a degree, a minimum of five (5) years of **specialized HR experience** obtained within the last seven years of employment, including at least three (3) years at the CL-25 level.

Specialized HR experience is defined as: 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

Required Skills/Experience:

- Ability to learn and understand the policies, procedures, and functions related to HR.
- Ability to handle a wide range of HR program areas.
- Demonstrated passion for customer service.
- Ability to communicate effectively, both orally and in writing; ability to interact tactfully/professionally and communicate effectively one-on-one, in small groups, and in large groups.
- Strong attention to detail and organization skills, ability to multi-task and successfully.
- Ability to maintain strict confidentiality and work under deadlines, demonstrate sound judgment and handle sensitive material.
- Working knowledge with Windows-based applications, including database, spreadsheets, WordPerfect or Microsoft Word and Adobe PDF files.

BENEFITS:

Employees of the U.S. 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 (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 19-20-HR SPECIALIST.**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on September 20, 2019. All requested documentation must be provided in order to be considered for this position.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.