

U.S. District Court
Northern District of Ohio



Career Opportunity
VA# 20-08

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: \$53,359 - \$86,705

Posted: April 29, 2020

Closes: May 15, 2020

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, four 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 judges and employees. The Human Resource Specialist performs and coordinates professional, technical and administrative work related to human resource programs and activities for multiple offices. Occasional travel within and outside the District is required.

MAJOR REPRESENTATIVE DUTIES:

Recruiting: Coordinate and manage all aspects of talent acquisition/recruiting including sourcing, position classification, posting vacancy announcements, conducting phone interviews, coordinating and scheduling interview panels, maintaining recruitment related records, preparing interview guides, conducting background checks, and generating offers.

New Hire Orientation: Facilitate new hire orientation which includes collection and completion of all necessary new hire forms. Partner with Supervisors to coordinate all aspects of employee onboarding.

HR Administration: Assist and advise employees on payroll and benefit related matters; process a variety of personnel and payroll actions in a timely and accurate manner; monitor and process employee's time and attendance related records to ensure that transactions and records adhere to the appropriate rules and regulations; assist with HRIS reports; assist in researching, developing and recommending human resource related policies and procedures to the court; participates in training related activities to human resource matters, including maintaining training records and preparing materials/resources; assist in the coordination of human resources related events; other duties as assigned.

Employee Relations/ Performance Management: Provide guidance to supervisors 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.

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.
- Approachability
- Superior customer service skills.
- Ability to research and respond to requests promptly.
- Excellent communication skills, 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, 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:

- Time Off- 13 vacation days, 13 sick leave days, and 10 paid holidays annually. Time is accrued per pay period. Vacation days increase to 20 days annually after three years, and to 26 days after fifteen years.
- 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 20-08-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), May 15, 2020. 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.