



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

# U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

VA 21-31

## Human Resource Specialist

**LOCATION:** Cleveland, Ohio

**REPORTS TO:** Director of HR

**STATUS:** Full-time permanent

**CLASSIFICATION LEVEL:** CL 27 - CL 28

**POSTED:** August 11, 2021

**SALARY RANGE:** \$53,881-\$83,095

**CLOSING DATE:** Open Until Filled. First consideration will be given to applicant packets received by August 25, 2021.

**AREA OF CONSIDERATION:** All qualified applicants

**Position Overview:**

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. (Promotion potential to CL 28 without further competition.)

**Duties and Responsibilities** include, but are not limited to the following:

- **Recruiting:** Coordinates and manages all aspects of talent acquisition/recruiting with an emphasis on diversity and inclusion. Activities include sourcing, position classification, postings, conducting phone interviews, coordinating, and scheduling interviews, maintaining recruitment related records, preparing interview guides, conducting reference checks, and generating offers.
- **New Hire Orientation:** Facilitates new hire orientation; collects, completes, and submits all necessary new hire paperwork in compliance with HR rules and regulations; and partners with supervisors to coordinate successful new hire onboarding.
- **HR Administration:** Assists and advises employees on payroll and benefit related matters; processes a variety of personnel actions in a timely and accurate manner; processes time and attendance; maintains compliance with all HR related rules and regulations; assists with HRIS reports; participates in training related activities to HR matters, assists in the coordination of HR related events; other duties as assigned.
- **Employee Relations/ Performance Management:** Provides guidance to supervisors and employees on HR matters such as: policies and procedures related to employee relations, disciplinary actions, and performance management; monitors and administers the Performance Management Plan by ensuring that performance appraisals are completed as prescribed; assists with grievance and adverse action procedures.

## HR Specialist (VA 21-31)

How to Apply: Applicants must submit ONE PDF document containing the following to

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Subject of email should read VA 21-31
- Resume
- Three professional references with contact information
- Application for Federal Judicial Employment found at:

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

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

### Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check with an updated background investigation every five years.
- Employment is considered provisional until the background investigation is successfully completed.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.

## **Qualifications (Must be met at the time of application)**

### **Minimum:**

- 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.

**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:**

- Ability to learn and understand the policies, procedures, and functions related to court operations.
- 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, MS Word, and Adobe PDF files.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

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.