

United States District Court District of Oregon Probation Office

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PLEASE REPLY TO PORTLAND

VACANCY ANNOUNCEMENT #16-16

Human Resources Administrator

Court Personnel System Classification Level: CL 27 to CL 28

Salary Range at \$50,018 - \$97,456 depending on experience, qualifications, and current compensation.
Promotion potential for a CL 27 to CL 28 at the discretion of the Chief U.S. Probation Officer without further competition.

OPENING DATE: November 9, 2016

CLOSING DATE: December 2, 2016

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for a Human Resources Administrator in the Portland office. As a member of the Human Resources Department, the Human Resources Administrator performs and coordinates administrative, technical, and professional work related to human resources programs and training activities for both the Probation Office and Pretrial Services staff. This includes ensuring compliance with appropriate guidelines, policies, and approved internal controls.

Representative Duties:

- Formulates, implements, and administers human resources policies, procedures, and standards. Reviews, researches, develops, and recommends human resources policies for the court units. Creates and maintains fair employment policies and practices and may serve as an employment dispute resolution coordinator. Provides advice on organizational structures and classification standards. Advises executives, senior manager, and court staff on human resources matters, procedures and practices.
- Conducts job analyses. Develops and updates position descriptions. Creates postings of job vacancies. Develops and maintains all recruitment related records, including position announcements, interview information and applicant demographic statistics, and recruitment files. Determines and uses best methods to source applicants. Ensures that hiring and promotion practices comply with equal employment opportunity guidelines.
- Coordinates and conducts new-hire orientation for new employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Administers the performance management system and employee recognition program. Assists with grievance and adverse action procedures.
- Manages 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. Manage badge, credential, and ID inventory control and certification files.

- Develops, coordinates, and facilitates technical training for new and existing employees on a wide variety of human resources related automated systems.
- Coordinates, delivers, and evaluates training programs, including those developed in-house and developed by outside vendors. May arrange professional training credit opportunities for staff. Drafts manuals, handbooks, job aides, web content, and other training materials.
- Performs duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, records maintenance, performance management, etc.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

To be eligible for appointment at CL 27, a candidate must possess a minimum of two years of specialized experience (as described below) including at least one year equivalent to work at a CL 25; or completion of a bachelor's degree with superior academic achievement (an overall GPA of 2.9 or better, or a GPA of 3.5 in major), or at least one academic year of graduate study (18 semester or 27 quarter hours), from an accredited college or university in human resources management or a related field of study. To be eligible for appointment at CL 28, a candidate must possess a minimum of two years of specialized experience including at least one year equivalent to work at a CL 27; or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in human resources management or a related field of study.

A successful candidate must also be professional, responsible, organized and meticulous, and possess strong analytical skills, discretion, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

Specialized experience is progressively responsible experience and demonstrated ability in the area of human resources administration that provides extensive knowledge of the related rules, regulations, and terminology. Qualifying specialized experience is that which demonstrates knowledge, skills, and ability in areas of recruitment and staffing, classification and compensation, benefits, performance management, payroll, and employee relations.

Preferred Qualifications: In addition to the minimum qualifications, preference will be given to candidates who also possess any of the following:

- Five plus years human resources experience as an HR generalist supporting 100+ employees;
- Human resources experience with the federal judiciary, federal government, or law enforcement agency;
- Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) certification;
- A master's degree in human resources or related field;
- Proficiency with PeopleSoft; and/or
- Experience tracking and analyzing personnel costs for senior management.

Benefits

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan. New employees entering Federal service on or after January 1, 2014, contribute 4.4% of their base pay to the FERS Basic Benefit plan throughout their career.
- Optional participation in a federal health insurance plan of choice.

- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

Additional Information

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

Application Process

To apply, submit a letter of interest and chronological resume together with an [Application for Employment - U.S. District Court, District of Oregon](#), and a list of 3 professional references to the address below or submit electronically to hr2@ord.uscourts.gov. These items should arrive at the Court no later than 4:30 p.m. on Friday, December 2, 2016. Application forms are available on the Court's website at www.ord.uscourts.gov in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets and those submitted after the deadline date will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Human Resources Administrator
Office of the Clerk
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the US Probation Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.

- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Chief Probation Officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States Probation Office for the District of Oregon is an Equal Opportunity Employer