

**UNITED STATES DISTRICT COURT FOR
THE DISTRICT OF COLORADO**



Vacancy Announcement # 2017 - 01 - Shared Services District of Colorado

The United States District of Colorado, located in Denver, Colorado, is accepting applications for the position of Human Resources Administrator. This position is part of a human resources team that serves approximately 300 employees of three court units: U.S. District Court (to include judicial officers/staff), U.S. Bankruptcy Court (to include judicial officers/staff), and the U.S. Probation Office (law enforcement officers and non-law enforcement staff) in a shared administrative services environment. Recruitment for this position is being posted for internal and external application.

Announcement Number: 2017-01-SAS

Position Title: Human Resources Administrator

Classification Level Range: CL 28 - CL 29

Annual salary range for CL 28 \$61,058 - \$99,265

Annual salary range for CL 29 \$72,605 - \$118,040

Pay Table DEN: Starting salary dependent upon qualifications

Opening Date: November 21, 2016

Closing Date: Open until filled. Preference will be given to application packages received by 5:00 p.m. (MST) on Monday, December 19, 2016.

Position Introduction

The Human Resources Administrator is responsible for the supervision of the Human Resources staff and provides a full range of human resources services to the Clerk's Offices of the District and Bankruptcy Courts, Judicial Officers and staff of the District and Bankruptcy Courts, and the U.S. Probation Office. Providing high quality, relevant, and timely service to judicial officers/staff, court unit executives, and all employees of the District of Colorado is the position's key goal. The Human Resources Administrator reports directly to the three Court Unit Executives (Clerk of Court for the U.S. District Court, Clerk of Court for the U.S. Bankruptcy Court, and the Chief U.S. Probation Officer) who work collaboratively on human resources issues in a shared administrative services environment. The successful applicant will participate as an essential advisor to the management teams of each of the three court units.

Representative Duties:

This position works with Court Unit Executives in the following representative subject areas:

- Provides leadership and direct supervision to the three employees in the human resources department who have a wide variety of responsibilities. Establishes performance expectations of these employees and provides support in meeting performance expectations;
- Assigns, directs and reviews work of the HR staff;
- Reviews, researches, develops, and recommends personnel policies;
- Develops and administers procedures for recruitment and selection of applicants for employment. Screens applications and interviews candidates. Refers qualified candidates to management;
- Provides information to staff on grievances, adverse actions, equal employment opportunity, and employment dispute resolution issues;
- Updates and develops new position descriptions. Compares position descriptions to CPS benchmarks and prepares certifications for approval. Ensures accuracy of pay grade assigned to position;
- Administers the performance appraisal system of each court unit and the leave management system (HRMIS Leave Tracking);
- Provides assistance to employees and managers in federal benefits areas, including health and life insurance, retirement and workers compensation.
- Responsible for processing personnel and payroll actions such as appointments, promotions, separations, terminations, and within-grade increases. This includes ensuring compliance with appropriate guidelines, policies, and approved internal controls;
- Responsible for maintaining human resources records, including all employee-related documents, payroll, and leave records;
- Provide guidance to managers in the areas of employee relations, discipline procedures, and leave policies;
- Responsible for the employee background investigation process.

Minimum Qualifications:

For appointment at the CL 28 level, the applicant must have at least 3 years of specialized experience. For appointment at the CL 29 level, the applicant must have at least 4 years of specialized experience.

Specialized experience is defined as progressively responsible administrative technical and professional supervisor or managerial experience and demonstrated ability in the area of human resources administration that provides extensive knowledge of the related rules, regulations, and terminology. Qualifying special experience is that which demonstrates knowledge, skills, and ability in areas of recruitment and staffing, classification and compensation, benefits, performance management, and employee relations.

In addition:

- Candidates must have a bachelor's degree in a related field from an accredited college or university;
- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- Excellent writing skills to include the effective use of grammar, punctuation, spelling, and proofreading;
- Effective communication skills, both verbally and in writing, with individuals and groups within the court;
- Ability to work extended hours and travel when necessary;
- Fully proficient in automated skills and ability to work effectively with automated equipment.

A successful candidate must also possess unquestioned integrity, exercise mature and decisive judgment, be very well organized and analytical, be adaptable to change, lead by example, and be able to handle matters discreetly and confidentially.

Preferred Qualifications:

- Five plus years of human resource experience in an organization supporting 100+ employees;
- Human resources experience with the federal judiciary (to include knowledge of serving multiple court units), federal government, or a law enforcement agency;
- A master's degree in human resources or a related field;
- Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) certification.

Conditions of Employment:

Due to this position being classified as "high-sensitive" within the Judiciary, the incumbent will be required to undergo a ten-year background investigation. This investigation includes an FBI fingerprint and background check, and retention in the position will depend upon a favorable suitability determination.

How to Apply:

All qualified applicants shall submit three (3) documents:

- a current resume;
- a completed U.S. Courts application form (found at www.cod.uscourts.gov in the left margin of the home page listed under Employment Opportunities), and
- a typed narrative of no more than two (2) pages specifically addressing the following:
 1. A brief description of how you meet the minimum, and any of the preferred, qualifications for this position;
 2. Describe the biggest human resources challenge you believe that the U.S. Courts will experience within the next ten years;
 3. Describe how you believe that the U.S. Courts can best foster diversity in its hiring practices.

All application materials **must** be submitted by email (as a pdf attachment) to:

COD_HRSelectionPanel@cod.uscourts.gov

(COD_HRSelectionPanel@cod.uscourts.gov)

Please note vacancy announcement 2017-01-SAS in the subject line of email
We will not accept any application documents from any File Hosting Service (Google Docs, DropBox, etc).

Information for Applicants:

Only applicants that satisfying the minimum qualification standards as specified in the vacancy announcement will be considered for an interview for this position. Applicants that do not submit all required materials, as stated in the "How to Apply" section of the vacancy announcement, will not be considered.

All applications received will be evaluated as one pool of applicants in review of employment experience, education, knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement. All applicants selected for interviews may be subject to a skills assessment process.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. This vacancy may be revised and re-posted with the approval of the court unit executives.

The promotional potential indicated in the announcement is based on consistently meeting expectations of the position when evaluated through the performance management plan, overall accretion of duties, and responsibilities exhibiting sustained performance, within Court Personnel System regulations, and at the final discretion of the Court Unit Executives. Eligibility for promotion to CL 29 will require three years of experience at CL 28.

The promotional potential is not considered a vacancy but is considered a position specific career ladder strategy and will therefore not be posted as a recruitment opportunity. Successful employment with the U.S. Courts is based on acceptable performance, demonstration of sustained acceptable performance, and is an at-will employment opportunity as determined by the Court Unit Executive. Promotional actions are earned and are not to be considered as entitlements.

The successful candidate will be placed within a mandatory one-year probationary period. Internal candidates selected for a posted vacancy or reassignment opportunity will be placed within a mandatory 6-month probationary period. Probationary periods may be extended at the discretion of the Court Unit Executives.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executives.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking; the U.S. Courts provide each permanent employee with an RTD EcoPass. This EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see <http://www.cod.uscourts.gov> for an overview of federal benefit package. Electronic Funds Transfer (direct deposit) of pay is required.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required. The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations. The federal courts are Equal Employment Opportunity employers.