

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

**Vacancy Announcement
Announcement Number: 2018-3**

Position Title:	Human Resources Specialist
Location:	Cincinnati, Ohio
Salary:	CL 27 \$50,861 - \$82,722 (based upon qualifications)
Opening Date:	January 8, 2018

Open until filled, with first preference given to resumes received by February 8, 2018.

This is a full-time position (40 hour week).

POSITION OVERVIEW

The United States Bankruptcy Court for the Southern District of Ohio is recruiting for the position of Human Resources Specialist, located in Cincinnati, Ohio, with occasional travel to Dayton, Ohio and Columbus, Ohio required. Under the direction of the Clerk, the incumbent provides a full range of Human Resources services and support to judges, judicial staff, and all employees of the Bankruptcy Court Clerk's Office. The Human Resources Specialist provides guidance and interprets and adheres to the Guide to Judiciary Policy, the Human Resources Manual, the Bankruptcy Court's Employee Manual, internal controls for separation of duties, and internal policies and procedures when handling management and staff inquiries. This position reports to the Clerk.

REPRESENTATIVE DUTIES

- Implement and administer human resources policies, procedures, and standards. Research, draft, and recommend human resources policies for the court unit. Provide information and guidance to judges, executives, senior managers, and court staff on human resources matters, procedures, and practices.
- Develop and maintain all recruitment related records, including position announcements, 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, and coordinate and participate on interview panels.
- Coordinate and conduct new-hire orientation for new clerk's office and chambers' employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Assist and advise new and existing 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. Develop and update position descriptions.

- Serve as the official timekeeper for the court unit. This includes monitoring and processing employees' time and attendance related records and ensuring that transactions and records adhere to appropriate rules and regulations. Monitor and assess functionality of a locally developed leave system. Coordinate all non-programming enhancement activities such as compiling upgrade requests, testing, and deploying changes.
- Maintain statistics for annual Fair Employment Practices System and Telework reports. Assist with grievance and adverse action procedures.
- Manage 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.
- Develop, coordinate, and facilitate technical training for new and existing employees on a wide variety of human resources related automated systems. Administer assigned systems. Develop and manage the integration process of new systems into local processes. Develop and maintain the content for the human resources section of the court unit's Intranet website.
- Establish and maintain a wide variety of personnel related records, including individual personnel files and records, in accordance with the relevant record retention guidelines.
- 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.
- Monitor and administer the Performance Management Plan by ensuring that performance appraisals are completed as prescribed.
- Monitor and maintain the court's Employee Manual. Recommend HR-related policy changes as appropriate.
- Serve as the court's EDR coordinator.
- Perform other duties as assigned.

QUALIFICATIONS

To qualify for this position at the entrance level, a person must:

(1) be a high school graduate or equivalent (2) with a minimum of three years of general experience and (3) two years of specialized experience, including at least one year equivalent to work at CL-25

OR

(1) have completed the requirements for a bachelor's degree from an accredited college or university and (2) have a minimum of two years of specialized experience, including at least one year equivalent to work at CL-25 OR have completed one of the following superior academic achievement requirements: an overall "B" grade point average equaling 2.90 or better of a possible 4.0; standing in the upper third of the class; 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, (other than freshman honor societies); or completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.

General experience is defined as progressively responsible experience that provides evidence that the applicant has: a good understanding of the methods and administrative machinery for accomplishing the work of an organization; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

The successful candidate must possess a passion for customer service and have outstanding verbal and written communication skills; be detailed-oriented and highly organized; be dependable and have the ability to work independently; be a problem solver who is results oriented; hold him/herself accountable to high professional standards of performance and conduct. Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential.

BENEFITS

Benefits include:

- Paid vacation and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employee's Health Benefits Program
- Optional participation in the Federal Employees Vision and Dental Insurance Program
- Optional participation in the Federal Employee's Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program, including Health Care Reimbursement Account, Dependent Care Reimbursement Account
- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement savings plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed
- Optional participation in the Judiciary's Long Term Care Insurance program
- Employee Assistance Program (wellness program)
- Virtual Learning, including the Judicial Online University
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION

The Court is a part of the Judicial Branch of the United States Government.

Employees of the Court serve under “Excepted Appointment” and are considered “At-Will” employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The Court is not authorized to reimburse the successful candidate for relocation expenses.

The Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY

Applicants must email the following in a single PDF document:

- Cover Letter
- Resume
- Form AO 78 Federal Judicial Branch Application for Employment (located on the court’s website at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>)

Email the single PDF document to: OHSB_HR@ohsb.uscourts.gov.

Please refer to announcement #2018-3 in the subject line of your email transmittal.