

# Vacancy Announcement

## HUMAN RESOURCES SPECIALIST

**Position Title:** Human Resources Specialist

**Announcement Number:** WVN 14-03

**Court Name:** U.S. District Court, Northern District of WV

**Location:** Wheeling, WV

**Permanent Position:** YES

**Anticipated Start Date:** January 1, 2015

**Job Grade:** CPS CL 25/25 TO CL 28/61

**Salary:** CL 25/25 -\$47,923 to CL 28/61 \$90,375

Starting salary dependent upon experience and qualifications. Future classification at the higher level depending on need of court for incumbent to perform work at the higher level; if so, promotion would be available without further competition.

**DEADLINE:** First cut-off date for review of applications is October 22, 2014. Position is open until filled.

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of a full-time Human Resources Specialist to support the staff working in the Northern District of West Virginia, including Chambers, the Clerk's Office, and combined U.S. Probation/Pretrial Services Offices. The position is based at the Wheeling, West Virginia, point of holding court but will also support staff and require travel as needed to the other points of holding court in Clarksburg, Elkins, and Martinsburg.

**Position Description:** The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs for multiple court units, supporting law enforcement, non-law enforcement, and judicial staff. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The Human Resources Specialist conducts research, performs analyses, and conducts audits on data and trends to develop a variety of organizational, statistical, budgetary, and operational reports. The incumbent makes recommendations to multiple court unit executives on staffing and budget impact, hiring practices, human resource policies, and matters affecting court administration and operations.

**Representative Duties:** The Human Resource Specialist duties include, but are not limited to, the following:

- Formulate, implement, and administer the full range of human resources policies, procedures, and standards for multiple court units with varying needs and priorities. Review, research, analyze, develop, and recommend human resources policies for the court units supported.
- Ensure adherence to the Guide to Judiciary Policy and Human Resources Manual regarding human resources practices and separation of duties. Develop, monitor, and work with management to update internal controls policies and procedures for multiple court units.
- Research, review, and analyze data and information on employment practices, staffing, and other statistical data. Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to court unit executives.
- Assist with developing and reviewing recurring staffing plans for multiple court units with varying needs and priorities. Perform analyses using various personnel scenarios for each unit and conduct modeling based on those scenarios. Make recommendations to each unit's management regarding staffing and budgetary impact. Provide advice on organizational structures and classification standards and guide management on staffing and other human resources related proposed changes.
- Conduct job analyses and make appropriate recommendations to court unit executives.
- Coordinate with managers and unit executives for each unit on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist unit executives in the development of performance management plans, compensation strategies. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Advise unit executives, managers, judges, chambers staff, and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits, and related issues. Participate in management meetings for each unit as necessary.
- Advise unit executives, judges, and managers, on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures. Prepare and conduct training in HR related areas such as benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.
- Develop and maintain fair employment policies and practices. Coordinate procedures of the Employee Dispute Resolution (EDR) Plan. Maintain and compile accurate data on these programs and prepare year-end reports. Assist with grievance and adverse action procedures.

- Perform duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers compensation, personnel action processing, records maintenance, etc., for multiple court units and chambers with varying needs and priorities. Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.
- Administer and manage assigned special projects, research and analyze information, and conduct similar activities, as applicable.

**Qualifications and Requirements:** Applicants for the position should have the following qualifications and requirements:

- Extensive knowledge of procedures, practices, policies, and reports as they relate to human resources management and personnel processing. Broad knowledge of recruitment and staffing, classification, compensation, benefits, performance management, adverse action procedures, and equal employment opportunity. Knowledge of reporting requirements for human resources reports, paperwork, transactions, and data. Skill in making recommendations for solving human resources management issues and problems. Ability to understand the differences among each court unit's mission, procedures, and policies.
- Extensive knowledge of training resources, training policies, adult learning theories, career development theories, and needs assessment techniques. Skill in developing and presenting training programs.
- Knowledge of staffing trends and impact on budget process. Skill in developing statistics and statistical reports relating to staffing projections and various staffing scenarios. Skill in analyzing each unit's current and prior year staffing budget, recognizing trends, and making recommendations to unit executives.
- Skill in researching, analyzing, and developing human resources programs and local policies for multiple court units with varying needs and priorities. Skill in evaluating and analyzing organizational structures, staffing needs, and recruiting qualified candidates for all jobs in the court units. Skill in evaluating operational or administrative matters, developing recommendations, and addressing issues identified.
- Knowledge of court operations, functions, and organizational structure of units supported. Knowledge of the Guide to Judiciary Policy, the Human Resources Manual, and internal controls guidelines and how they apply to each court unit.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

- Ability to communicate effectively (both orally and in writing) to individuals and groups to present explanations of complex human resources benefits, policies, and procedures and provide training.
- Ability to interact effectively and appropriately with others, provide customer service, and resolve difficulties while complying with regulations, procedures, and court confidentiality requirements.
- Ability to interact tactfully with a wide variety of people. Skill in facilitating discussions with managers and employees regarding performance management and fair employment practices.
- Skill in the use of a variety of automated equipment and applications, including word processing, spreadsheet, and database applications, the Human Resources Management Information System (HRMIS), Personnel Projection System (PPS), performance management systems, and other court applications.
- High school diploma or the equivalent is required.

#### Preferred Qualifications

- College degree/education.

**Benefits:** Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, retirement plan and portable savings plan with matching contributions, and a professional environment.

#### Miscellaneous:

- U.S. citizenship required.
- The selected candidate will be subject to a full OPM background search that includes an FBI fingerprint check as a condition of employment. Subsequent background searches will be required every five years. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. District Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at [www.wvnd.uscourts.gov](http://www.wvnd.uscourts.gov).
- Position will require travel.

**Application Requirements:** Qualified applicants should submit a resume, salary history and three references by October 22, 2014, to:

Cheryl Dean Riley, Clerk of Court  
U.S. District Court  
1125 Chapline Street  
P.O. Box 471  
Wheeling WV 26003 or  
[cheryl\\_riley@wvnd.uscourts.gov](mailto:cheryl_riley@wvnd.uscourts.gov)

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