



UNITED STATES BANKRUPTCY COURT for the DISTRICT OF ARIZONA

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Phoenix, Arizona 85003-1706
(602) 682-4000

Vacancy Announcement **(Open to current Federal Judiciary employees only)** **Announcement #16-03 PHX**

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| Position: | Human Resources Specialist |
| Location: | Phoenix Office |
| Position Type: | Full-Time Permanent |
| Salary Range: | \$48,538 - \$78,896 (CL 27, Step 1-61) Promotion potential to a CL-28* Depending upon qualifications and experience, education and salary history.* |
| Opening Date: | Monday, August 15, 2016 |
| Closing Date: | Monday, August 29, 2016 |

Introduction

The United States Bankruptcy Court for the District of Arizona seeks an experienced, dynamic Human Resources Specialist. The successful candidate is a member of the court's management team and will coordinate workforce development efforts throughout the district by creating and operating a Human Resources model which effectively and efficiently supports the district's business and customer needs.

Occupational Information

The Human Resources Specialist will lead the court's focus on workforce development policies, partner with senior management for strategic human resources goals, provide guidance and support to management and staff in a variety of human resources disciplines: employee relations and employee advisory initiatives; lead and oversee efforts to identify and coordinate training and development creativities; performance management objectives; health and wellness benefits management; worker's compensation; retirement administration; and leave and payroll organization. The incumbent must possess an entrepreneurial approach to problem solving; have broad expertise in human resources, excellent communication abilities, and proven success in relationship development and management. The Human Resources Specialist reports to the Clerk of Court and the Chief Deputy 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.
- Process a variety of personnel and payroll actions: 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.

- Assist and advise employees on payroll and benefit related matters and ensure requested actions meet applicable policies and requirements. Assist with organizing the annual benefits open season fair and corresponding information workshops. Will act as the retirement and worker's compensation liaison.
- Maintain statistics for the annual fair employment practices and telework reporting requirements. Assist with grievance and adverse action procedures.
- Assist with aspects of budget planning related to human resources payroll and staffing and monitors the court's personnel projection system. Attends budget meetings to discuss status of personnel forecasting and funding.
- Manages the facility access cards, background checks 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 and update position descriptions and create vacancy announcements. Maintain all recruitment records including announcements, interview information and applicant demographic statistics and recruitment files. Determine and use best methods to attract applicants to open positions. Coordinate and participate on interview panels.
- Develop and conduct new hire orientations for clerk's office and chamber's employees to include a review of payroll information, personnel policies, procedures, and benefit options.
- Develop and oversee a district-wide training program. Coordinate, deliver and evaluate training programs, including those developed internally and externally. Identify training requirements, develop effective materials and implement programs geared towards workplace competencies and professional development.
- Advise and make recommendations to management on relevant training for specific positions within the court unit. Identify training needs through surveys, interviews and meetings with court employees. Analyze organizational concerns and recommend training based on findings.
- May perform other duties as assigned.

Qualifications:

To be considered for the CL – 27, incumbent must have two years of specialized experience, including at least one year equivalent to work at the CL -25 or completion of the requirements for a bachelor's degree from an accredited college or university and 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.

Specialized experience includes 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.

Benefits:

Federal employees are entitled to standard federal benefits such as paid vacation and sick leave, medical insurance, life insurance, retirement, dental, vision and retirement benefits. Employees are also eligible for disability insurance, long-term care insurance, and a tax-deferred savings plan.

Applicant Information:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Employees of the United States Bankruptcy Court are "at-will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations. This position is considered a high-sensitive position. The selectee considered for this position is required to complete a ten-year background investigation, and a re-investigation every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts.

How to Apply:

Qualified applicants are invited to submit a cover letter detailing relevant experience and how they meet the desired qualifications for the position, a resume, and a copy of a recent performance evaluation no later than close of business Monday, August 29, 2016 via email to: HR_16-03@azb.uscourts.gov

The United States Bankruptcy Court District of Arizona is an Equal Opportunity Employer.