



**United States Bankruptcy Court
District of Arizona
230 North First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000**

Vacancy Announcement #23-04

Position: Human Resources Specialist

Location: Phoenix, Arizona

Position Type: Regular, Full-Time

Salary Range: CL 27 \$57,610-\$93,678*
CL 28 \$69,059-\$112,268**
*Depending Upon Qualifications and Experience

Opening Date: Friday, July 21, 2023

Closing Date: Open Until Filled
(Preference given to applications received by August 7, 2023)

**Based upon performance, accretion of duties, and budget, this position may have the opportunity to promote to the Classification Level (CL 28) without further competition.

INTRODUCTION

The U.S. Bankruptcy Court for the District of Arizona is recruiting for a Human Resources Specialist position in the Phoenix office. This position will report directly to the Clerk of Court.

Candidates will find the U.S. Bankruptcy Court is a great place to continue a career with the federal court system. We offer a stable, positive, and professional work environment, a competitive salary range and full federal benefits. This position may be eligible to telework (not a full-time telework position) and participate in a flexible work schedule per local policy.

The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs for the U.S. Bankruptcy Court, supporting the Judges, Clerk of Court, the Leadership Team, and court 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 assist with audits on data and trends to develop a variety of organizational, statistical,

budgetary, and operational reports. The incumbent makes recommendations to the Clerk of Court on staffing and budget impact, hiring practices, and human resources policies and matters affecting court administration and operations.

REPRESENTATIVE DUTIES INCLUDE

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Formulate, implement, and administer the full range of human resources policies, procedures, and standards with varying needs and priorities. Review, research, analyze, develop, and recommend human resources policies for the court unit supported.
- Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures.
- 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 the Clerk of Court and senior managers.
- Assist with developing and reviewing recurring staffing plans with varying needs and priorities. Make recommendations to the Clerk of Court and senior leaders regarding staffing and budgetary impact. Provide advice on organizational structures and classification standards on staffing and other human resources related proposed changes.
- Coordinate with Clerk of Court, the Leadership Team, and court staff on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist in the development of performance management plans and compensation strategies.
- Advise the Judges, the Clerk of Court, the Leadership Team, and court staff 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 leadership meetings as required.
- Advise the Clerk of Court, the Leadership Team, and court staff 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 assist with developmental training for employees.
- Develop and maintain fair employment policies and practices. Coordinate procedures of the Employee Dispute Resolution (EDR) Plan and serve as the EDR Point of Contact. 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.
- 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.

QUALIFICATIONS

To qualify for the Human Resources Specialist position, an applicant must possess two (2) years of specialized experience, **or** completion of a bachelor's degree. Specialized experience is progressively responsible experience in at least one (1) but preferably two (2) 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. Experience within the Judiciary maintaining confidential information is highly desired. Applicants must be detail oriented; have the ability to handle multiple assignments and stay on task with frequent interruptions and rapidly shifting priorities; have a professional demeanor, strong work ethic, and the ability to use good judgment; possess exceptional interpersonal and customer service skills, and the ability to communicate effectively and tactfully, both orally in writing, with a wide variety of people. Skill in the use of Windows-based productivity software and web browsers such as the Microsoft Office (MS) Suite and Internet Explorer required. Additionally, applicants must have demonstrated sustained exceptional job performance in their current position. Completion of a bachelor's degree is highly desired.

TRAVEL

Overnight travel to attend various training opportunities and travel to the divisional offices is required.

SECURITY INVESTIGATIONS

Applicants considered for this position must undergo a full Office of Personnel Management (OPM) background investigation at appointment, and every five (5) years thereafter, as well as a local background investigation.

CITIZENSHIP

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

EMPLOYEE BENEFITS

- Time off: 11 paid holidays, 13 vacation days, and 13 sick leave days annually. After three (3) years (including any prior federal work experience), vacation days accrue at a higher rate.
- Federal pension and optional employer-matching Thrift Savings Plan (similar to 401K).
- Choice of a variety of employer-subsidized federal health, dental, vision, and life insurance plans.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Flexible work schedules with the ability to participate in telework opportunities may be available, eligibility for Public Service Loan Forgiveness Program, public transit subsidy, and reasonable work hours.

APPLICATION PROCESS

To apply for this position, qualified candidates must submit the following **in one pdf document in the following order**:

- an introductory cover letter detailing relevant experience*
- a current detailed resume (including training that you have completed and obtained certifications)
- AO-78, Federal Judicial Branch Application for Employment
(download from <https://www.azb.uscourts.gov/> or <http://www.uscourts.gov>)
- please email the pdf document to azbrecruitment@azb.uscourts.gov

***The cover letter must include the following information; however, not to exceed two pages:**

- vacancy announcement number 23-04
- why you are interested in this position and what makes you best suited for this position
- highlighted qualities and/or strengths that you will bring to the position
- describe your leadership style and your core values

Incomplete applications may not be considered. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting.

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees. Direct deposit of pay is required. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement for any reason. Said modifications may occur without prior written or other notice.

DIVERSITY AND EQUITY FOCUSED EMPLOYER

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.

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