Career Opportunity
Human Resources Manager

Classification Level: 29-30 (depending on qualifications)

Salary Range: $72,562 - $139,377

Announcement Number: 15-06

Posted: February 24, 2015

Closes: March 10, 2015

Location: Detroit, Michigan

U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Court Administration
Room 505

E-mail application materials to "apply@mied.uscourts.gov"
Subject: 15-06 Human Resources Manager

AN EMPLOYMENT OPPORTUNITY OPEN TO QUALIFIED APPLICANTS WHO 1) ARE CURRENTLY FEDERAL EMPLOYEES, OR 2) HAD AT LEAST THREE YEARS WORKING EXPERIENCE AS AN EMPLOYEE OF THE FEDERAL GOVERNMENT WITHIN THE PAST FIVE YEARS. ONE POSITION AVAILABLE.

PREVIOUS APPLICANTS FOR HUMAN RESOURCES MANAGER, ANNOUNCEMENT #15-05, WILL BE CONSIDERED FOR THIS POSTING. YOU DO NOT NEED TO REAPPLY.

POSITION SUMMARY

This position is located in the Human Resources Department of the Clerk's Office in Detroit, Michigan. The employee provides the full range of human resources management services and advice to the Court including planning, developing and implementing human resources policies, procedures, rules, regulations and programs for the entire District Court. The employee supports Chambers, the Clerk's Office, Probation, Pretrial Services, and supervises the Human Resources Department. This position reports to the Deputy Court Administrator.

Employee works in an office setting. Travel is required to other divisional offices within the District. Some lifting of boxes is required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

• Supervises subordinate staff through assigning and approving work and managing the group administratively.

•Reviews, researches, develops, and recommends human resources policies for the District Court.

•Evaluates overall effectiveness of the human resources program.

•Ensures the human resources office practices are in compliance with policies, procedures and regulations. Ensures that the Court's policies are accurate and current.

•Develops and manages hiring processes and orientation programs for new employees, judges staff and managers/supervisors. Travels as necessary to implement human resources programs.

•Reviews, conducts studies, performs analyses, evaluates, formulates and recommends an appropriate course of action on all human resources issues (LEO's and non-LEO's).

•Advises, makes recommendations and consults with senior managers and supervisors on human resources matters. Intervenes when necessary to correct preventable mistakes.

•Ensures judicial assistants/chambers' staff use the proper format to effect staff appointments, promotions, and terminations.

•Conducts training on issues pertaining to human resources policies and procedures, changes affecting benefits and/or other programs assigned by the Court.

•Develops and administers procedures for recruitment and selection of applicants for employment. Screens applications and interviews candidates. Recommends qualified candidates to court managers or the appointing official for final selection. Provides training, guidance, and professional assistance to judicial officers and management staff in recruiting, selecting and appraising staff.

•Develops, administers and analyzes the performance appraisal system. Ensures appraisals are consistently administered throughout court.

•Develops and administers grievance and adverse action procedures.

•Provides technical and management training to judicial officers and their staffs, court unit executives, management staff and court reporters on application of relevant classification standards under the Court Personnel System or Judiciary Salary Plan.

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REPRESENTATIVE DUTIES AND RESPONSIBILITIES (CON'T)

•Develops and updates new position descriptions. Analyzes current position descriptions upon request or evidence of change.

•Reviews and provides recommendations for alternative organizational structures and work distribution.

•Coordinates and administers the benefits programs. Provides advice and assistance to judicial officers, managers and employees in the federal benefits areas, including health and life insurance, Thrift Savings Program, retirement and any other program offered to court staff.

•Administers Employee Dispute Resolution (EDR) program and acts as the EDR Coordinator for all District Court units. Assures that hiring and promotion practices comply with EEO guidelines. Prepares the Annual FEPS report and other human resources reports as needed.

•Manages the human resources budget. Develops and submits the human resources budget, spending plan and requisitions.

•Develops and administers an employee recognition program.

•Responsible for processing all human resources and payroll actions such as appointments, promotions, separations and terminations.

•Responsible for maintaining all human resources paper and electronic records (including payroll and leave records) for judicial officers and all employees of the District Court.

QUALIFICATIONS

Qualifications must be met at the time of application.

Required Managerial Qualifications: Minimum of an Bachelor's degree from an accredited college or university with a minimum of five years progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skills in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand managerial policies applicable to the Clerk's Office, Probation Department, and Pretrial Services Agency. Excellent written and oral communication skills, organization, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail and the ability to manage a wide range of program areas.

Required Human Resources Qualifications: Thorough knowledge and understanding of human resources management, including planning, developing and implementing human resources policies, procedures, rules and regulations and programs that apply to all federal employees, both law enforcement and non-law enforcement. Experience must have included at least three of the following areas: recruitment and staffing, benefits, training and development, classification, performance management, employee relations and/or organizational development. At least one year of experience at or equivalent to a CL-28 and at least three years working experience as an employee of the Federal Government within the past five years.

Preferred: A Law Degree or a Master's Degree in Human Resources Management, Public or Court Administration from an accredited college or university. Experience in human resources functions as they relate to at least two of the following: Clerk's Office, Probation Department, Pretrial Services Agency and Chambers' staff. Conflict management/resolution experience. Prior supervisory experience.

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PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume, **and completed application** (download from the Court website) to the address at the left by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Only persons selected for an interview will be contacted. A written narrative will be requested from persons scheduled to be interviewed. Instructions will be sent to individuals prior to their interview. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer
All applicants must be a U.S. citizen or be eligible to work in the United States.
Appointment subject to FBI Fingerprint Background Check
Employment will be considered provisional pending the successful completion of a 10-year, full field Office of Personnel Management background investigation. The incumbent will be subject to background checks every five years.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer.