

# Career Opportunity Human Resources Specialist

Classification Level: 28

Starting Salary Range: \$61,020—\$76,298

Classification Level Salary Range: \$61,020—\$99,215

**Announcement  
Number: 15-10**

**Posted: June 8, 2015**

**\*Reposted: June 22, 2015**

**Closes: July 8, 2015**

**Location: Detroit,  
Michigan**



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 15-10 Human  
Resources Specialist

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. ONE POSITION AVAILABLE.**

## **POSITION SUMMARY**

This position is located in the Human Resources Department in Detroit and reports to the Human Resources Manager. The employee is responsible for providing human resources services to the Clerk's Office, District and Magistrate Judges and the corresponding Chambers staff, resident Circuit Judges and the corresponding Chambers staff, the Probation Department and the Pretrial Services Agency, with varying needs, priorities and cultures. The consolidated HR Department provides services to both law enforcement and non law enforcement covered positions. The employee is responsible for researching, analyzing, designing, implementing and managing courtwide programs related to the organizational, financial, and operational needs of senior management, as well as performing and coordinating administrative, technical, and professional work related to human resource programs and activities, including planning, developing and ensuring compliance with the appropriate guidelines, policies, and approved internal controls for multiple court units. The employee is also responsible to collect and analyze data to identify problems and to create and implement solutions for all areas of management as well as all human resources related issues in the Court. Occasional travel within and outside of the District is required.

**PREVIOUS APPLICANTS FOR HUMAN RESOURCES SPECIALIST ANNOUNCEMENT #15-10 WILL BE CONSIDERED FOR THIS POSTING. YOU DO NOT NEED TO REAPPLY.**

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Collect, review, analyze, and evaluate data, and conduct studies when necessary to use in formulating appropriate course of action for senior management on organizational, operational, financial, and human resource issues for multiple court units with varying needs, priorities, and cultures.
- Advise unit executives, managers, judges, chambers staff, and employees on human resources matters, practices and procedures, including employee relations, disciplinary actions, performance management, staffing, budgeting and manpower projections, benefits and related issues.
- Provide guidance, advice and training to supervisors and managers related to employee discipline and other employee relations matters across multiple court units with varying needs, priorities, and cultures.
- Formulate, implement, and administer human resources policies, procedures, and standards consistently across multiple court units with varying needs, priorities and cultures. Manage, review, research, develop, recommend, and implement consistent human resources policies for the all units of the Court. Maintain the Court's Human Resources Manual.
- Measure, document, and track budgetary trends, employment practices, and other statistical data to determine the effectiveness of the human resource programs across the units. Some travel may be required to assist in the implementation of human resources projects and programs across all units. Perform data analysis and conduct modeling based on different scenarios.
- Serve as project manager for projects crossing through different units of the Court for initiatives in the area of organizational structure, process improvements, personnel, and other areas related to human resources issues.
- Create and responsibly enforce across all units fair employment policies and practices. Administer, manage, and document grievance and adverse action procedures across multiple units. Must be able to perform role of employment dispute resolution coordinator.
- Provide recommendations and justifications for alternate organizational structures for Detroit and divisional offices across all units.

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### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES (CON'T)**

- Conduct job analyses. Develop and update position descriptions. Assist in consistently administering the classification standards under the Court Personnel System and Judiciary Salary Plan across all units. Provide advice on organizational structures as it relates to classification standards.
- Administer and analyze performance management data for trends that require correction or adjustment both intra-unit and across all units. Develop and recommend corrective actions.
- May act as lead for other human resources staff, providing guidance and training, ensuring the accuracy of forms and documents.
- Develop and present internal training programs for Court employees on issues pertaining to human resources processes, programs, policies and procedures and/or employee development. Development activities include researching, planning, designing and evaluating the training programs and may include drafting manuals, handbooks, job aides, and other training materials.
- Ensures proper procedures are followed regarding appointment, promotion, retirement, and terminations in all units and for law enforcement and non law enforcement employees.
- Develop and administer recruitment and selection of applicants for employment across all units. Screen, test, and interview candidates. Guide judicial officers and management staff of all units in recruiting, selecting, and appraising staff.
- Develop, organize and implement orientation programs for new employees, judges staff and managers/supervisors.
- Develop, implement, administer and monitor performance appraisal system. Coordinate overall Court policy across all units in the performance appraisal systems.
- Administer the EEO programs. Monitor and document policies consistent with EEO guidelines for all units. Prepare consolidated FEPS reports.
- Assist in the preparation of periodic reports for all of the Court Unit Executives and the Administrative Office of the United States Courts as directed.
- Perform other duties as assigned.

### **QUALIFICATIONS**

Qualifications must be met at the time of application.

To qualify for the position of Human Resources Specialist, a candidate must possess excellent written and oral communication skills, organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail, a friendly and customer focused attitude, and the ability to handle a wide range of program areas.

Required: A bachelor's degree in Human Resources or in a related field (i.e. Organization Development, etc.) from an accredited college or university with a minimum three years specialized and progressively responsible experience obtained within the last seven years of employment in administering programs and enforcing procedure in a Human Resources department/setting, including at least one year equivalent to work at the CL-27 level. This experience must have included at least three of the following areas: recruitment and staffing, benefits, training and development, classification, performance management, employee relations, payroll & benefits administration, and/or organizational development.

For placement above the minimum, at least two years of specialized experience within the last 7 years of employment, equivalent to work at the CL-27 level is required.

Preferred: An advanced degree in a related field from an accredited college or university and/or HR certification and prior court experience is desirable. Experience in computerization of human resources' functions. An additional four years of specialized experience in administering programs and enforcing procedure in a Human Resources department/setting. Prior supervisory experience and/or experience directing supervisors in personnel matters. Knowledge of PeopleSoft, Microsoft Office Suite, WordPerfect, and E-Mail applications.

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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 of page 1 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.

General and specialized skills assessments will be administered. Only those applicants selected for initial assessment will be contacted. 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.*

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*More than the advertised number of positions may be filled with this announcement.*