

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**



**Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3338**

Vacancy Announcement # 22-02

Opening Date: October 18, 2021

Closing Date: Open until filled.

Priority will be given to applications received by November 15, 2021.

**HUMAN RESOURCES ADMINISTRATOR
CL 27/28
Salary Range: \$54,478 - \$126,235
Placement in the range depends upon
qualifications and experience**

OVERVIEW: The United States District Court for the Northern District of Georgia seeks a high achiever interested in a long-term career with the federal judiciary to serve as Human Resources Administrator in the exciting and growing city of Atlanta, Georgia.

The Human Resources Administrator performs and coordinates administrative, technical, and professional work related to human resources programs for multiple court units, supporting judicial officers, judicial staff, law enforcement staff, and non-law enforcement staff. This position reports to the Human Resources Manager.

The Human Resources Office provides shared human resources services to the District Court and the Probation Office. Currently, the Human Resources Office supports a staff of 300 judicial officers and judiciary employees in four division offices and one satellite office. The Human Resources Administrator provides a vital role of assistance to the Human Resources Manager in executing all duties, responsibilities, and functions related to human resources services for the multiple units served.

REPRESENTATIVE DUTIES MAY INCLUDE:

- Perform and coordinate administrative, technical, and professional work related to human resources operations. Ensure compliance with the appropriate guidelines, policies, and approved internal controls.
- Formulate, implement, and administer the full range of human resources policies, procedures, and standards for the multiple 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. Research, develop, monitor, and recommend updates to procedures and internal controls processes.
- Advise unit executives, managers, judges, chambers staff, and employees on human resources policies, procedures, and practices.
- 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 make recommendations to the Human Resources Manager.
- Coordinate the performance management program for each unit supported. Oversee the maintenance of the tracking system for evaluations and step increases.
- Advise unit executives, managers, and supervisors on leave administration and tracking to ensure adherence to judiciary leave policies and procedures.
- Advise staff on retirement eligibility, considerations, and planning.
- Prepare and conduct training in HR related areas such as benefits, performance management, leave administration, etc.

**Human Resources Administrator
Vacancy Announcement # 22-02**

- Perform duties related to benefits administration, recruitment, appointments, separations, 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 system for human resources activities including personnel action processing, leave tracking, personnel projections, Human Resource Management Information System (HRMIS), electronic records management, performance management, etc.
- Perform all other duties as assigned.

MANDATORY QUALIFICATIONS:

To qualify for CL-27, the successful candidate must possess at least 2 years of specialized experience equivalent to work at CL-25, that is, providing technical assistance and support with HR benefit programs and personnel transaction processing. To qualify for CL-28, the successful candidate must possess at least 2 years of specialized experience equivalent to work at CL-27, that is, direct responsibility for such duties as classifying positions, processing personnel actions, benefits administration, and recruitment.

Knowledge, skills, and abilities: extensive knowledge of policies, procedures, and practices as they relate to human resources management and personnel processing; skill in researching, analyzing, and evaluating human resources programs, policies, and procedures; ability to consistently demonstrate sound ethics and judgment, exercise discretion, and maintain strict confidentiality; strong motivation, initiative, and attention to detail; exceptional interpersonal communication and customer service skills; ability to interact tactfully, effectively, and professionally with others; excellent writing skills and abilities; skill in the use of a variety of automated equipment and applications, including a human resources management information system, word processing, spreadsheet, and database applications; ability to multi-task and meet changing and competing deadlines; and ability to work independently and as a member of a team. A skills assessment test may be administered to determine qualifications.

PREFERRED QUALIFICATIONS:

A degree from an accredited college or university is preferred, but not as a substitution for the years of work experience. Proficiency with current versions of Microsoft Office (including Word, Excel, etc.), Microsoft Outlook, Adobe Acrobat, Windows, and PeopleSoft. Preference will be given to those applicants who have 3 or more years of experience in judiciary human resources practices and procedures. Those applicants who possess experience in retirement processing and advisement (that is expected at the local level of Human Resources Offices), as well as knowledge of the different judiciary retirement systems, will also be given preference in the screening process.

SPECIALIZED EXPERIENCE:

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. in the area of human resources administration.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS:

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees of the Clerk's Office are required to adhere

**Human Resources Administrator
Vacancy Announcement # 22-02**

to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies and a check of financial and credit records with periodic updates every five years thereafter. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States District Court is part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a résumé including education, employment, and salary history. The completed package as a single pdf file should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #22-02, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment or interview. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.