



# CAREER OPPORTUNITY

with the

## United States District Court Northern District of Georgia



### HUMAN RESOURCES MANAGER

CL 29 - 30

Vacancy Announcement # 24-07

Salary Range: **\$87,412 - \$167,887**

Placement in the range depends upon education and experience.

Opening Date: **February 8, 2024**

Closing Date: **Open until filled**

Priority to applications received by  
March 22, 2024.

**OVERVIEW:** The United States District Court for the Northern District of Georgia seeks highly qualified candidates interested in a career in public service with the federal judiciary to serve in the position of **Human Resources Manager** in the exciting and growing city of Atlanta, Georgia. This consolidated Human Resources Office provides support to all judicial officers, the Clerk's office, all court staff, and the United States Probation Office. The Northern District of Georgia encompasses Atlanta as its headquarters with divisional offices in Rome, Gainesville, and Newnan and a Probation satellite office in Tucker.

The Human Resources Manager performs supervisory human resources work and conducts training programs and activities to ensure compliance with appropriate guidelines, policies, and approved internal controls. The incumbent has responsibility for maintaining personnel records, maintaining effective employee relations, recruiting qualified candidates, and managing the administrative personnel needs of the two court units, which include approximately 315 judicial officers and staff members.

#### REPRESENTATIVE DUTIES:

- Supervise all human resources office employees: plan work and assign it to subordinates, give advice or assist with work in progress, and keep subordinates informed of policies and procedures.
- Manage the timely and accurate processing of all personnel actions including appointments, separations, promotions, discretionary step increases, and benefits.
- Advise employees, managers, unit executives, and judicial officers on human resources matters, procedures, and practices. Communicate with managers, unit executives, and judges regarding personnel matters, including employee relations, disciplinary actions, performance management, staffing, and related issues.
- Develop and administer recruitment programs; ensure advertising to attract a wide and diverse applicant pool; advise unit executives of qualification standards and minimum salary standards.
- Serve as the administrator of the FAC card system: process FAC badges, administer the information in the database, inventory and track badge supplies, run reports to monitor status of certificate and badge renewals, and ensure the program is in compliance with rules and procedures.

#### BENEFITS

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

- Administer all onboarding and exit activities for staff and interns / externs, including notifications and internal controls compliance processes.
- Administer judiciary and federal benefits programs, and provide advice and counsel to employees regarding all benefits.
- Administer the Employee Recognition Program and the performance management system to include tracking performance appraisals.
- Develop and administer guidance regarding human resources policies, procedures, and standards such as fair employment practices, employee grievances, and adverse actions.
- Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Demonstrate sound ethics and good judgment at all times.
- Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:** To qualify for appointment, candidates must meet the following standards:

**EDUCATION:** A bachelor's degree from an accredited college or university with at least three years of general experience and a minimum of five years specialized experience.

**GENERAL EXPERIENCE:** Progressively responsible experience that provides evidence the applicant has (1) a good understanding of the methods and administrative policies and procedures for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternative solutions; (3) the ability to effectively communicate with others orally and in writing; and (4) the capacity to employ the requisite knowledge, skills, and abilities in the resolution of problems.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience in at least one but preferably two or more of the functional areas of human resources management and administration (classification, staffing, training, employee training, payroll) involving the knowledge, skills, and abilities described below including at least one year equivalent to work at CL 28 for appointment at the CL 29 and one year equivalent to work at CL 29 for appointment at CL 30 level.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:** This position requires strong motivation, initiative, and attention to detail as well as the ability to handle a wide range of program areas. Thorough knowledge of human resources management such as recruiting and staffing, classification, compensation, benefits, performance management, adverse action procedures, employee relations, fair employment practices, and equal employment opportunity. Broad knowledge of the theories, principles, practices, and techniques of human resources management and employee development and of laws and regulations affecting employment and human resources programs. Knowledge of supervisory and employment management principles and skill in assigning, prioritizing, monitoring, and reviewing work assignments. Skill in presenting a wide variety of policies and procedures to all levels within the organization. Excellent interpersonal skills. Skill in writing policies, procedures, memoranda, position descriptions, proposals, and other documents; analyzing job functions and classification levels and making recommendations for assignments; comparing job requirements with applicant capabilities; analyzing data; and assessing the potential overall impact on human resources actions. Skill in interviewing and screening applicants for various types of positions at all levels. Skill in developing training plans, employee plans, and employee development resources. Skill using automated equipment including word processing, spreadsheet, presentation, database, and human resources automation systems and other computer systems. Ability to work under pressure and deadlines and meet organizational goals.

**PREFERRED QUALIFICATIONS:** Experience in the federal court environment is advantageous. Demonstrated excellence in written and oral communication and strong interpersonal and analytical skills are essential. The successful candidate must have strong leadership qualities and initiative and be able to manage change and articulate management priorities. An ability to identify and resolve problems, work effectively with both individuals and teams, and interact courteously and professionally with high-level officials is also essential. The position requires balancing the demands of varying workload responsibilities and time-sensitive deadlines as well as anticipating and responding to changing priorities.

**PREFERRED SUPERVISORY / MANAGEMENT EXPERIENCE:** At least three years supervising human resources professionals and managing a human resources office.

**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 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 ten-year background investigation including a check of financial and credit records. An updated investigation will be required every five years. 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. Applicants must be United States citizens or eligible to work in the United States.

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

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing Form AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual’s date of hire.

## HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience
- 3) Chronological resume including education, employment, and salary history

Submit your completed package as a single PDF electronically to:  
HR\_GAND@gand.uscourts.gov

or via mail to:

**United States District Court**  
**Attn: Human Resources Manager,**  
**Vacancy #24-07**  
**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 an interview. Interview and relocation expenses are not reimbursable.

**ABOUT ATLANTA:** Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**