

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA
Office of the Clerk of Court

November 3, 2009

POSITION:	Human Resources Specialist
SALARY RANGE:	CL 27 / CL 28 (\$45,125 - \$87,903) Depending on Qualifications
LOCATION:	Tallahassee, Florida
START DATE:	Between December 7, 2009 and December 21, 2009 (Depending upon availability)

The United States District Court is accepting applications for a Human Resources Specialist. This position is responsible for performing and coordinating administrative, technical, and professional work related to human resources programs and/or training activities, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

Duties: Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, develop, and recommend human resources policies for the court unit. Measure, document and track trends to determine the effectiveness of the human resources programs. Some travel may be required to implement the human resources programs. Provide advice on organizational structures and classification standards. Advise judges, executives, senior manager, and court staff on human resources matters, procedures and practices. Conduct job analyses. Develop and update position descriptions. Consistently administer the classification standards under the Court Personnel System and the Judiciary Salary Plan. Administer the performance management system. Create and maintain fair employment policies and practices and may serve as an employment dispute resolution coordinator. Assist with grievance and adverse action procedures. Develop internal training programs for internal customers (employees) and/or external customers (such as attorneys filing cases in the court) which may include researching potential training topics, planning, designing and evaluating learning programs. Coordinate, deliver, and evaluate training programs, including those developed in-house and developed by outside vendors. Arrange professional training credit opportunities for staff. Draft manuals, handbooks, job aides, web content, and other training materials. Change or customize existing training programs. Respond to training requests identified by managers. Perform duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, records maintenance, performance management, etc. In conjunction with managers, assess training needs for both internal and external customers, including conducting surveys and interviewing of customers, analyzing and prioritizing operational needs, difficulties, and knowledge gaps.

Qualifications: To qualify for the position of Human Resources Specialist, applicant must have a bachelor's degree in Human Resources or in a related field; and, a minimum of two years of progressively responsible specialized 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. of the area of human resources administration. Of the two years specialized experience, at least one year must be equivalent to work at the CL 26/CL 27. Candidate must possess excellent written and oral communication skills, organizational, analytical and interpersonal skills. This position also requires strong motivation, initiative, attention to detail,

friendly and customer focused attitude, and the ability to handle a wide range of program areas. Knowledge of PeopleSoft, MS Office Suite, Word Perfect and Lotus Notes. **Discretion in handling issues at the highest level of confidentiality is mandatory.**

Benefits and Hiring Policies: Judiciary employees serve under excepted appointments, are considered at-will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependant care reimbursement, and commuter benefits reimbursement. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

HOW TO APPLY

Submit cover letter, *application form, a copy of your resume, references and salary history. Your cover letter should be addressed to: William M. McCool, Clerk, and should include a narrative statement of your background. Submit to:

United States District Court
Northern District of Florida
Attn: Ginger Jordan, Human Resources
111 North Adams Street, Suite 322
Tallahassee, Florida 32301

*You can obtain an application form on our web page at:

<http://www.flnd.uscourts.gov>

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool. **The Clerk of Court will perform an initial screening of applications and resumes on November 19, 2009. Applications and resumes must be received by November 18, 2009 to be considered for the initial screening.** Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies. Applicant must be a U.S. citizen.

***THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF FLORIDA
IS AN EQUAL OPPORTUNITY EMPLOYER***

