

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT – HUMAN RESOURCES ADMINISTRATOR

Position Title: Human Resources Administrator

Vacancy Number: 26-01

Location: Pensacola Division

Closing Date: Open Until Filled

Salary Range: CL 28 – CL 29 (\$71,583-\$138,380)

Starting salary commensurate with work experience, education, prior/present pay history, and previous federal court experience. If hired at CL 28, potential for promotion to CL 29 is available after one year without further competition.

POSITION OVERVIEW

The United States District Court for the Northern District of Florida is seeking qualified applicants in the position of human resources administrator (HR administrator). The HR administrator serves on the management team for the court assisting the clerk of court and chief deputy. The HR administrator performs and coordinates administrative, technical, and professional work related to human resources programs and training activities for both the clerk's office and chambers across four divisional offices of the court and includes ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent reports to the clerk of court. Travel to the court's four divisional offices and out of district travel is required.

REPRESENTATIVE DUTIES

- Anticipate, originate, implement, and manage human resources policies, procedures, and standards. Research, analyze, develop, and recommend policies, procedures, and standards.
- Develop strategic budget planning recommendations to identify existing and potential staffing scenarios. Determine the implication of staffing decisions on existing and projected budgets.
- Manage the personnel budget and payroll duties. Consult with others and make staffing recommendations. Provide advice on organizational structures and classification strategies for use in the development of performance management tools that are consistent with the court's philosophy and reflect the court unit's culture. Develop and classify position descriptions, develop evaluation tools, performance standards, and rating criteria. Advise the clerk of court, chief deputy, managers, and teams on the evaluation of staff performance throughout the year. Provide oversight of a tracking system for evaluations and salary increases district wide.
- Review the Guide to Judiciary Policy and the Human Resources Manual to confirm adherence to human resources, budget, and procurement practices. Develop and update the court's policies and procedures and verify compliance.

- Work with management to anticipate and address potential employee relations issues. Develop and maintain fair employment practices. Coordinate and oversee the Employee Dispute Resolution Plan for the district.
- Maintain district procedures for benefits administration, recruitment, orientation, classification, personnel action processing, budget, payroll, separations, workers' compensation, and records management for multiple court divisions and chambers, each with different needs, priorities and cultures. Develop and maintain a local human resources procedural manual.
- Monitor and evaluate the quality of work, level of compliance, and staff activities pertinent to human resources. Maintain procedures for keeping local personnel files, leave records, budget, and payroll records. Recommend internal tracking systems covering all aspects of human resources operations to ensure consistency and compliance.
- Manage and coordinate student internship and volunteer programs. Serve as coordinator to educational institutions in all divisional office locations.
- Serve on the clerk's administrative team. Participate in management projects and meetings.
- Advise the clerk, judges, and managers, on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Prepare and conduct training in HR related areas such as benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.
- Maintain and compile accurate data on fair employment programs and prepare year-end reports. Assist with grievance and adverse action procedures.
- Perform duties related to benefits administration, recruitment, classification, fingerprinting and processing background checks, staffing, budget, payroll, workers compensation, personnel action processing, records maintenance, and similar duties for the clerk's staff 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 systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, and other similar systems.
- Serve as worker's compensation coordinator for the clerk and chambers staff. Serve in the role of agency reviewer and monitor claims for meeting requirements. Advise staff and managers on the appropriate claim information and processes.
- Serve as the administrator of the FAC card system for the clerk and chambers staff. Process FAC badges, administer the information in the database, inventory and track badge supplies, advise and assist other units in the district (bankruptcy, federal public defender, and probation) with badge issuance and training. Run reports to ensure the program is in compliance with rules and procedures.
- Serve as liaison to the US Marshals Service for the issuance and termination of building access codes and FAC card activation.
- Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Demonstrate sound ethics and good judgment at all times.
- Other duties as assigned.

QUALIFICATIONS

To qualify for this position the applicant must be a high school graduate or equivalent and have at least three years specialized experience in the field of human resources management covering the representative duties listed above, including at least one year equivalent to work at the CL 27/28 level. Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgement, and (c) a thorough knowledge of the basic concepts, principles, and theories of human resources management,

and the ability to understand and apply these human resources concepts, principles and theories to the judiciary. Requires the ability to travel overnight.

Preferred Qualifications

- A Bachelor's Degree or other higher education degree in a field of academic study related to human resources, business management, legal, or other similar field of study.
- A performance history that demonstrates proven skills in human resources management practices and administrative processes, such as recruitment and hiring, classification and compensation, benefits, performance management, adverse action procedures, employee relations, and equal employment opportunity policies.
- Ability to organize and prioritize work to meet deadlines, maintain confidentiality, and interact tactfully with attorneys and individuals within the court.
- Strong organizational and leadership skills and the ability to exercise mature judgment, as well as problem solving and conflict resolution skills.
- Ability to apply detailed procedures, rules, and practices as they relate to human resources management. Knowledge of reporting requirements for paperwork, transactions, and data. Knowledge of national regulations and changes impacting policies, procedures, and fair employment practices.
- Skill in evaluating and analyzing staffing needs and recruiting qualified candidates for all jobs in the court unit.
- Knowledge of training resources, policies, procedures, practices, and standards, as well as adult learning theories and needs assessment techniques. Skill in working with managers on training requests. Skill in developing presentation materials and training aids. Skill in planning, organizing and managing logistics, and maintaining records. Ability to learn and convey new material to individuals and groups.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics, excellent judgement, and a positive attitude.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide financial, staffing, and budget information in an understandable format. Ability to relay complex information and policies simply and effectively to individuals with varying levels of knowledge.
- Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide and exchange accurate and timely information with individuals within and outside the court.
- Skill in the use of automated equipment, including word processing and spreadsheet applications, requisite court computer programs, automated case management, financial, records management, jury, and records management systems and other related databases and applications.
- Ability to work independently, with minimal direction or oversight. Ability to anticipate and respond to changing priorities. Ability to multi-task and prioritize.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the Code of Conduct for Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

To be considered, an applicant must be a U.S. citizen, U.S. National, or qualify under the Appropriations Act citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. This position is classified as a sensitive position; therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and FBI investigation. The applicant selected for this position will be hired provisionally pending successful completion of the background investigation. Retention will depend upon a favorable suitability determination following the investigation.

Qualified applicants should submit a cover letter stating the divisional office location(s) for which they are applying, resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: CONFIDENTIAL - Vacancy Announcement 26-1
Jessica J. Lyublanovits, Clerk of Court
Northern District of Florida
One North Palafox Street
Pensacola, Florida 32502

In addition to submission by mail or in-person, applications may be submitted electronically to careers_flnd@flnd.uscourts.gov. To receive first consideration the application must be received by close of business on Friday, February 27, 2026. This position is open until filled.

The court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER