

**The United States Bankruptcy Court
Northern District of Indiana – South Bend Division
Notice of Vacancy**

Position: Human Resources Specialist
Announcement No: 2015-05
Position Type: Full Time Permanent
Grade Range: CL 26 – CL 27
Salary Range: \$42,644 - \$76,152
Opening Date: **July 13, 2015**
Closing Date: Applications received by **July 24, 2015**, will receive preference.

Position Overview:

The Human Resources Specialist provides the full range of human resources services and advice to the court including planning, developing and implementing human resources policies, procedures, rules, regulations, and programs for the Northern District of Indiana. This position supports Chambers and Clerk's Office staff and reports to the Chief Deputy or as assigned by the Clerk of Court. Travel is required to other divisional offices within the district.

Representative Duties:

- Review and provide recommendations for alternative organizational structures and work distribution.
- Review, research, develop, and recommend human resources policies for the court.
- Evaluate overall effectiveness of the human resources program.
- Ensure the human resources office policies are in compliance with policies, procedures and regulations. Update policies as necessary.
- Develop and manage the hiring process and orientation for all new employees.
- Review, conduct studies, perform analyses, evaluate, formulate, and recommend an appropriate course of action on all human resources issues.
- Advise, make recommendations and consult with senior leadership and supervisors on human resources matters.
- Conduct training on issues pertaining to human resources policies and procedures, changes affecting benefits or other programs assigned by the court.
- Develop and administer procedures for recruitment and selection of applicants for employment. Screen and interview candidates. Recommend qualified candidates to court managers or the appointing official for final selection. Provide training, guidance and professional assistance to judicial officers and management staff in recruiting, selecting and evaluating staff.
- Administer the performance appraisal system. Ensure appraisals are consistently administered throughout the court.
- Provide technical and management training to judicial officers and their staffs, court unit executive and management staff on application of relevant classification standards under the Court Personnel System and the Judicial Salary Plan.

- Develop and update position descriptions. Analyze current position descriptions upon request or evidence of change.
- Coordinate and administer the benefit plans. Provide assistance to judicial officers, managers and court staff in the federal benefit areas, including health and life insurance, Thrift Savings Program, retirement, and any other benefits offered to court staff.
- Administer the Employee Recognition Plan.
- Responsible for processing all human resources paper and electronic records (including payroll and leave) for judicial officers and employees of the court.
- Travel throughout the district.

Qualifications:

Minimum qualification standards for CL 26: high school graduate or equivalent with two years of general experience and two years of specialized experience. A bachelor's degree from an accredited four-year college or university, with a degree in business administration, public administration, or a related field, and/or membership/certification in human resources (SHRM, PHR) is preferred.

General experience consists of progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative functions for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems; and (5) understands and effectively uses automated systems.

Specialized experience consists of progressively responsible experience in at least one, but preferably two or more, functional areas of personnel management and administration (e.g., classification, staffing, training, and employee relations) that provided knowledge of the rules, regulations, and terminology in the area of personnel administration.

Applicants with prior court human resources experience may qualify for CL 27.

The ideal candidate is a self-directed, highly organized professional, who is able to balance the demands of a diverse and busy workload. The incumbent must be mature, responsible, and tactful; be able to work harmoniously with a variety of staff at all levels of the organization; possess excellent oral and written communication skills; understand the importance of the confidentiality issues inherent in the job; and maintain a professional demeanor and appearance at all times.

Education: College or vocational education may be substituted for general experience.

Employee Benefits: The United States Bankruptcy Court is not included in the government's Civil Service classification system; however, the same benefits apply to court employees. These benefits include:

- 13 days paid vacation per year (first three years)
- 20 days paid vacation per year (after three years)
- 26 days paid vacation per year (after fifteen years)
- 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS)

Conditions of Employment:

- Employees will be hired provisionally pending the results of a complete OPM background investigation
- United States Citizenship is required for consideration for this position
- This position is subject to mandatory electronic funds transfer
- Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States Bankruptcy Court for the Northern District of Indiana.

Application Procedures: Send cover letter, resume and AO78 Application for Judicial Branch Federal Employment to:

United States Bankruptcy Court
ATTENTION: Chief Deputy
401 S. Michigan St.
South Bend, IN 46601

Or via Email: hr@innb.uscourts.gov

AO78 Application for Judicial Branch Federal Employment can be found at www.uscourts.gov

Information for Applicants: The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. The court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

Background Investigation: This is a sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

***THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER
EMPLOYEES WILL BE HIRED PROVISIONALLY PENDING THE
RESULTS OF A BACKGROUND INVESTIGATION***

***THE UNITED STATES BANKRUPTCY COURT IS AN
EQUAL OPPORTUNITY EMPLOYER***