

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA**

Notice of Position Vacancy



Announcement Number: #2016 - 04
Position Title: Human Resources Specialist
Closing Date: January 16, 2017 or until filled
Location: Minneapolis, Minnesota
Salary: CL 27 \$51,377 - \$83,480 (based on qualifications)

This is a full-time position (40 hour week).

POSITION OVERVIEW:

The United States Bankruptcy Court for the District of Minnesota is recruiting for the position of Human Resources Specialist, located in Minneapolis, Minnesota, with occasional travel to St. Paul required. Under the direction of the Clerk, the incumbent provides a full range of Human Resources services and support to judges, judicial staff and all employees of the Bankruptcy Court Clerk's Office. The Human Resources Specialist provides guidance and interprets and adheres to the Guide to Judiciary Policy, the Human Resources Manual, the Bankruptcy Court's Personnel Manual, internal controls for separation of duties, and internal policies and procedures when handling management and staff inquiries.

REPRESENTATIVE DUTIES INCLUDE:

- Collaborate with and advise the Clerk and Chief Deputy Clerk on all personnel matters and facilitate biweekly HR meeting. Work with the Clerk and Chief Deputy to coordinate and implement HR projects.
- Manage the recruitment and selection of new employees by preparing and posting vacancy announcements, screening resumes for minimal qualifications, coordinating interviews, ensuring hiring guidelines are followed by interviewers, and participating in interviews as needed.
- Process all human resources actions including appointments, promotions, separations, and step increases in the Human Resources Management Information System (HRMIS). Set salary for incoming staff based on criteria set by the Administrative Office of the United States Courts.
- Enter personnel actions, such as promotions, leave without pay, separations and new hires in the personnel projection system, and collaborate with the Clerk and Chief Deputy in projecting and managing personnel costs.
- Maintain accurate data to track employee qualifications for pay increases consistent with the judiciary pay standards and share this information with management.
- Conduct new hire orientations for newly appointed employees.
- Provide benefit program information and provides assistance to the judges and Clerk's

- Office staff in the federal benefits areas, including health and life insurance, Thrift Savings Plan, and retirement programs (CSRS and FERS).
- Process Facility Access Cards (FAC) for the issuance of credentials and identification to new employees. Ensuring compliance with FAC guidelines and department procedures. Maintain FAC related documents.
 - Develop and update position descriptions.
 - Ensure accuracy of employee leave manually and/or in HRMIS Leave Tracking. Provide guidance to managers and staff on leave matters to ensure compliance with local and national leave policies and procedures.
 - Monitor and administer the Performance Management Plan by ensuring that performance appraisals are completed as prescribed. Manage employee annual reviews through the court's automated system, HRMIS ePerformance.
 - Gather and organize data for required annual reports, such as the telework report, Federal Employment Practices report, internal and cyclical audits.
 - Monitor and maintain the Court's Personnel Manual. Recommend policy changes as appropriate.
 - Collaborate with the Administrative Office of the U.S. Court's Human Resources, Benefits, and Payroll Divisions to ensure that services are provided to staff.
 - Conduct and/or coordinate training programs with training committee.
 - Respond to internal and external employment related inquiries.
 - Ensure that confidential documents and personnel records are stored in a manner that ensures the integrity of personnel information.
 - Provide back-up coverage for Budget Analyst as required.
 - Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Two (2) years of specialized human resources experience defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, recruitment and staffing, training and development, employee relations, pay and benefits administration) that provided knowledge of the rules, regulations, and terminology in the area of human resources administration. Some educational substitutions for experience may apply.

PREFERRED QUALIFICATIONS:

A bachelor's degree or higher from an accredited college or university in a related field, as well as two or more years of HR-related work experience; familiarity with human resource management systems and federal benefits programs.

The successful candidate must possess a passion for customer service and have outstanding verbal and written communication skills; be detailed-oriented and highly organized; be dependable and have the ability to work independently; be a problem solver who is results oriented; hold him/herself accountable to high professional standards of performance, and conduct. **Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential.**

BENEFITS:

Benefits include:

- Paid vacation and paid sick leave;
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible

spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance;

- Participation in the Federal Employee Retirement System (FERS);
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K);
- Public transit subsidy as the budget permits;
- 10 paid holidays per year;
- Options for telework and/or compressed scheduling.

THIS POSITION IS SUBJECT TO MANDATORY EFT (ELECTRONIC FUNDS TRANSFER) PARTICIPATION FOR PAYMENT OF NET PAY.

SELECTION PROCESS:

Applicant must be a U.S. citizen or eligible to work in the United States. Only the most qualified applicants will be contacted for personal interviews. No telephone calls please.

Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), and a list of references. Applicants selected for interview must travel at their own expense. An initial interview via teleconference or similar may be considered upon request. The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.

As this position is deemed “high-sensitive” the successful candidate will be will be required to undergo a background clearance which includes fingerprinting.

HOW TO APPLY:

Applicants should email a cover letter and resume **in a single document** to:

hr-usbc@ mnb.uscourts.gov.

PLEASE REFER TO ANNOUNCEMENT #2016-04 IN YOUR EMAIL TRANSMITTAL.

The U. S. Bankruptcy Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under “Excepted Appointment” and are considered “At-Will” employees.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.