



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE**

HUMAN RESOURCES MANAGER

Announcement # 16-04

Date Opened March 15, 2016

Closing Date Open until filled. Preference will be given to applications received by April 8, 2016.

Location San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101

**Duties and
Responsibilities**

The Human Resources Manager performs professional and managerial work related to supervision and oversight of all aspects of the human resources management program. The incumbent is responsible for the supervision and management of the human resources staff, and the formulation and implementation of human resources policies, procedures, practices and standards. The incumbent participates in organizational planning strategies and facilitates the implementation of organizational change, and advises senior managers and trains managers in the appropriate application of human resources practices. Representative duties include but are not limited to:

- Manage, develop and mentor professional staff involved in human resources activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operations of the section. Maintain accurate documentation, statistics, and employee records. Establish work procedures, conduct staff meetings, provide information, and delegate work. Routinely check work products and processes, and provide guidance as required. Keep employees informed of the policies and procedures of the organization as a whole.
- Manage the human resources programs for the court unit. Serve as primary advisor to court unit executive, senior managers and managers on all matters pertaining to human resources management. Provide advice and recommendations to managers and unit executives that are well-supported and consistent with unit goals. Participate in organizational planning and staffing strategies and facilitate the implementation of organizational change.
- Initiate the formulation and implementation of human resources policies, procedures, practices and standards for the court unit. Research, develop, and compose human resources policies for the court unit. Administer and oversee application of the same. Evaluate overall effectiveness of the human resources program and its components. Collaborate with the managers from other court units to develop policies and procedures for the district.
- Advise court unit executive, senior managers and managers on matters pertaining to conduct and discipline, employee relations, benefits and entitlements, and the accomplishment of other special programs. Provide guidance to managers and supervisors on how to address issues related to performance management and policy violations. Provide employee relations and human resources counseling to employees. Ensure the development and monitoring of performance improvement plans and disciplinary actions are in compliance with court unit policy and practice. Oversee and monitor grievance and adverse action processes and procedures to ensure they are handled expeditiously and according to policy.
- Develop, manage, and administer a recruitment program which produces a broad pool of qualified candidates and incumbents, enabling the court unit to meet its staffing goals and needs. Remain current on new recruitment sources, strategies, and initiatives and recommend program enhancements as appropriate. Oversee the consistent application of sound human resources practices in advertising, screening, testing and interviewing of applicants. Determine and recommend potential salary offers which are in compliance with Judiciary policies and guidelines, and negotiate and present job offers, as authorized. Identify program and policy areas needing improvement and recommend and implement viable solutions. Provide well-researched recommendations for alternative organizational structures to meet unit needs. Oversee all aspects of the background investigation program for all positions.
- Develop and administer a fair and comprehensive performance management program in accordance with local court unit and Administrative Office policies and guidance. Make program recommendations to managers, unit executives, and judges as necessary to achieve unit performance standards and goals. Provide advice and assistance throughout the performance management process, as needed.
- Ensure classification, compensation and job qualification standards conform to the requirements of the Court Personnel System. Advise senior managers on the application of appropriate classification, compensation and qualification standards. Oversee the development of new position descriptions.

- Manage the judiciary benefits program for the court unit, ensuring all information is current, communicated timely, and employee inquiries are handled accurately and promptly. Manage workers' compensation, telework, recognition awards, and other human resources related programs according to applicable local, Administrative Office, and federal policies. Conduct training seminars when needed.
- Create and maintain fair employment practices and policies for the court unit. Ensure timely completion of annual fair employment practices information, and serve as Employment Dispute Resolution Coordinator, if appointed.
- Administer human resources management information systems (HRMIS) and ensure personnel action processing and records maintenance are accomplished according to policy and meet established deadlines. Ensure electronic actions submitted through HRMIS are accurate, comply with judiciary and local unit policies/procedures, and appropriate action approvals are documented prior to submission.
- Analyze data and produce clear and reliable reports. Interpret human resources data and identify ways in which that data may affect unit goals and objectives.
- Design, develop, and present training programs, including but not limited to: new employee orientation, in-service workshops on technical and professional development topics, and management/leadership training. Prepare guides and audio/visual materials related to the training, as needed.
- Communicate clearly and effectively, both orally and in writing, to explain complex human resources concepts to individuals and groups with varying experience and backgrounds. Interact effectively with both internal staff and the public, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with managers, unit executives, and court unit staff.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements, including handling confidential information in a variety of contexts. Demonstrate sound ethics and good judgment at all times.
- Attend conferences, training and meetings as required.

Court Personnel System – Classification Level 29 - 30

Starting Salary

CL 29, Steps 1 – 19 \$73,668 - \$87,498 Annually with full government benefits

CL 30, Steps 1 – 19 \$87,050 - \$103,395 Annually with full government benefits

Potential Salary

CL 30, Steps 20 – 61 \$104,303 - \$141,532 Annually with full government benefits

CL 29: A minimum of two years of specialized experience (as defined below), including at least one year of experience equivalent to work at CL-28.

CL 30: Two years of specialized experience (as defined below), including at least one year of experience equivalent to work at CL-29.

Appointment at either CL-29 or CL-30 will be based upon the candidate's overall qualifications and experience. If appointed at CL 29, there is promotional potential without further competition to CL-30, upon attainment of qualification requirements and ongoing successful job performance.

Specialized Experience

Progressively responsible experience in the functional areas of human resource management such as recruitment and staffing, classification and compensation, benefits, performance management, adverse action procedures, employee relations, fair employment practices, and equal employment opportunity, that provided knowledge of the rules, regulations, and terminology of human resources administration. Additionally, an individual must have progressively responsible administrative, professional, supervisory and/or managerial experience that provided an opportunity to gain: skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

Qualifications

To qualify for the position of Human Resources Manager, a person must be a U.S. citizen and possess a bachelor's degree from an accredited college or university. A master's degree or graduate study in human resources or a related field is preferred. Human resources management work experience in a federal court or federal government agency is strongly preferred. Skill in MS Word, Excel, PowerPoint, and experience with human resources management information systems, are required.

A successful candidate must have: unquestioned integrity; excellent written and oral communication skills, including skill in the oral presentation of complex administrative matters to management and other staff; superior interpersonal skills, with an ability to build motivate, and lead a dynamic team; ability to problem solve and exercise mature and decisive judgement; professional and positive demeanor and appearance appropriate for a court environment; and superior organizational and analytical skills. Additionally, a successful candidate will have the ability to comprehend a wide range of human resources concepts, principles and practices; analyze complex questions, problems and organizational functions, gather pertinent data, and develop solutions, making viable recommendations to the court unit executive in matters relating to staffing, organizational structures, and other human resources functions; conduct research of all available sources and provide proposed solutions based on that research; and manage multiple projects simultaneously.

Requirements

As a condition of employment, successful candidates must undergo a full background investigation by the Office of Personnel Management.

Apply by submitting

1. A cover letter summarizing related skills and interest in the position;
2. Application for Federal Judicial Employment (AO78); The application form AO78 is located at <http://www.uscourts.gov/forms/AO078.pdf>
3. Resume;
4. Copies of college transcripts.

Submit cover letter and application packet to:

Attn: Human Resources, Announcement #16-04
United States Probation Office
101 West Broadway, Suite 700
San Diego, CA 92101

or email to:

Hr_casp@casp.uscourts.gov

Please ensure AO-78 Application form has been saved properly and is not blank when submitted. Submission of incomplete application packets will disqualify applicant from further consideration.

Additional Information

U.S. Probation reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

U.S. Probation employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." All U.S. Probation employees are required to adhere to a Code of Conduct which is available upon request. The U.S. Probation Office is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

For detailed benefit information, please visit: <http://www.uscourts.gov/careers/benefits.cfm>

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