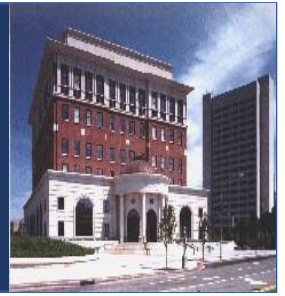




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



Position: Human Resources Specialist

Vacancy No. 2023-06

Location: 500 Pearl Street, New York, New York

Term: Full-time - Permanent

Area of Consideration: Open to all sources.

Class Level: CL- 26-27

Salary Range: \$58,808 - \$105,032
(Depending on qualifications)

Opening Date: 03/03/2023

Closing Date: Open until filled.

Preference will be given to early applicants.

BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

(1) U.S. citizen,

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

POSITION OVERVIEW: The New York Southern District Probation Office is seeking a Human Resources Specialist. This position will be shared services between the Probation Office and Clerk's Office. The candidate will report directly to the HR Supervisor and HR Manager. The HR Specialist will perform and coordinate administrative, technical, and professional work related to HR programs, including ensuring compliance with the appropriate guidelines policies, and approved internal controls.

DUTIES AND RESPONSIBILITIES:

- Research, analyze, develop, and recommend policies, procedures, and standards. Advise management on personnel matters.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increase and changes to benefit elections. Maintain automated personnel records system (HRMIS). Prepare and utilize spreadsheets to track personnel actions. Process workers compensation claim forms.
- Develop and maintain all recruitment related records, including position announcements, interview information and applicant demographic statistics and recruitment files. Determine and use best methods to source applicants. Process recruitment requests including: prepare notice of vacancies, review and rank applicants, and coordinate and participate on interview panels.
- Administer employment tests, maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.
- Administer background checks and investigations. Issue credentials and identification cards to new employees. Manage Facility Access Card (FAC) program.
- Assist and advise new and existing employees on payroll and benefit related matters, and ensure requested actions meet applicable policies and requirements.

CONDITIONS OF EMPLOYMENT (continued):

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so. (Affidavit attached)

All new hires must be vaccinated against COVID-19 as a condition of employment; exemptions/reasonable accommodations for medical/religious reasons may be provided on case-by-case basis prior to starting employment.

Requests for exemptions will only be accepted once an offer of employment has been made.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](https://www.uscourts.gov).

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, which action may occur without prior written notice or other notice.

DUTIES AND RESPONSIBILITIES (continued):

- Coordinate and conduct new-hire orientation for incoming staff to include a review of payroll information, personnel policies, procedures, and benefit options. Organize and conduct annual benefits open season fair(s) and informational workshops.
- Assist with training activities related to human resources matters, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc).

REQUIRED QUALIFICATIONS: Applicant must be a high school graduate with two years of specialized experience. Completion of a bachelor's degree from an accredited college or university in a related field is preferred. To qualify for CL-26, applicants must have at least one year of specialized experience equivalent to work at the CL-25 level. To qualify for CL-27, applicants must have at least one year of specialized experience equivalent to work at the CL-26 level.

Specialized work experience attained in other governmental and private sector positions may be creditable for internal candidates, but that experience must be evaluated to determine whether the level of experience is equivalent to work at the specified CL. All internal applicants requesting review of work experience outside the federal judiciary as part of the qualification process, please contact Human Resources.

SPECIALIZED EXPERIENCE: Specialized experience is defined as progressively responsible experience in at least one, but preferably two or more functional areas of human resources (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

PREFERRED SKILLS:

- Knowledge of procedures and practice as they relate to human resources.
- Knowledge of reporting requirements for human resources paperwork, transactions, and data. Knowledge of national regulations and changes impacting policies, procedures, and fair employment practices.
- Knowledge of human resource management such as recruitment, compensation, benefits, performance management, and equal employment opportunity.
- Knowledge of and compliance with the Code of Conduct for Judiciary Employees and court confidentiality requirements.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide training and/or explain human resources policies and activities. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.
- Knowledge of federal court operations, functions, and organizational structure. Knowledge of the Guide to Judiciary Policies and Procedures, the Human Resources Manual, and of internal controls guidelines.

CONDITIONS OF EMPLOYMENT (continued):

This office reserves the right to test and/or interview only those applicants who have demonstrated that they possess the preferred qualifications.

*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

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PREFERRED SKILLS (continued):

- Knowledge of filing and record keeping requirements. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask.
- Skill in the use of automated equipment including word processing, spreadsheet, presentation, and database, as well as automated human resources systems and other computer-based systems used by the court unit to process human resources information. Knowledge of applicable human resources software and web-based applications.

APPLICATION PROCEDURE: To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from <https://www.uscourts.gov/sites/default/files/ao078.pdf>. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Only applications submitted via email will be accepted. It is preferred that candidates include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for a testing will be contacted. Please submit your application to:

Personnel@nysd.uscourts.gov



EQUAL OPPORTUNITY EMPLOYER





I, _____ [print name],
hereby declare that I am lawfully admitted for permanent residence in the United
States, and that I am either (a) currently seeking citizenship or (b) intend to
become a citizen when I am eligible, as outlined in 8 U.S.C. § 1324b(a)(3)(B).

I declare under penalty of law that the foregoing is true and correct.
Executed on _____ [date].

[signature]