

**\*\*\*\*\*CAREER OPPORTUNITY\*\*\*\*\***



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA**

**VACANCY ANNOUNCEMENT**

Position Title: Human Resources Administrator  
Location: Savannah, Georgia  
Closing Date: April 1, 2011  
Starting Salary/Range: \$45,928 - \$106,399 (CL 27- 29)\*

Position Announcement No. 11-01

\* Salary commensurate with qualifications

**POSITION OVERVIEW**

The Human Resources Administrator is located in the consolidated administrative services department which supports the district court clerk's office, chambers, probation and pretrial services, including law enforcement and non-law enforcement positions. The incumbent oversees and administers the professional, technical, and administrative work related to various human resources programs on a district-wide basis. This position provides leadership, coordination, and guidance to assure compliance with human resources guidelines, policies, and internal controls. The incumbent makes human resources recommendations to multiple court unit executives which can affect all areas of court operations.

The individual selected for this position will be required to perform, but not limited to, the following duties:

- \* Formulate, implement and administer the full range of human resources policies, procedures and standards for a consolidated district with varying needs and priorities.
- \* Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties.
- \* Research, review and analyze data and information on employment practices, staffing and other statistical data as necessary for multiple court.
- \* Assist with developing and reviewing recurring staffing plans for multiple court units with varying needs and priorities.
- \* Conduct job analyses and make appropriate recommendations to court unit executives.
- \* Coordinate with managers and unit executives for each unit on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases; assist unit executives in the development of performance management plans and compensation strategies.
- \* Advise unit executives, managers, judges, chambers staff, and employees on human resources matters, procedures and practices.
- \* Advise unit executives, 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.
- \* Develop and maintain fair employment policies and practices. Maintain and compile accurate data and prepare year-end statistical reports.
- \* Perform duties related to benefits administration, recruitment, classification, staffing budget, workers compensation, personnel action processing, records maintenance, etc. for multiple court units and chambers with varying needs and priorities. Maintain local personnel files to include leave records and other accountability documents for audit purposes.
- \* Direct human resources staff in day-to-day responsibilities and advise on non-routine questions. Ensure there is a consistency in knowledge among staff responding to these questions.
- \* Consult with and provide advice to judges, managers, and employees district-wide on human resources related issues, practices and procedures. Serve as a clearinghouse or resource for information among the court units regarding all

human resources needs.

- \* Administer and utilize automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.
- \* Administer and manage assigned special projects, research and analyze information, and conduct similar activities, as applicable.

## QUALIFICATIONS

Applicants must have a bachelor's degree in personnel management, or a related field and have a minimum of three years specialized professional/administrative experience in this field, or a related field. Incumbent must possess strong organizational, analytical, and verbal/written communication skills. Attention to detail, accuracy, exceptional computer skills, and technical expertise are a must. Incumbent must also have the ability to collaborate and work effectively with all levels of the court staff.

## CONDITIONS OF EMPLOYMENT

All applicants must be a U. S. Citizen or eligible to work in the United States. Applicants considered for this position will be required to undergo a background investigation which includes an FBI fingerprint check and a credit check. This position is subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

## BENEFITS

Employees of the U.S. District Court, Consolidated Administrative Services, (CAS) are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Only qualified applicants need apply. Please send cover letter and detailed resume with at least three references by mail to the following address:

Clerk, U.S. District Court  
Human Resources Division  
Vacancy Announcement 11-01  
125 Bull Street, Room 306  
Savannah, Georgia 31401

**NO FAXED RESUMES WILL BE ACCEPTED. NO PHONE CALLS PLEASE.**

Any additional information regarding this position can be found on our website at [www.gas.uscourts.gov](http://www.gas.uscourts.gov)