



Human Resources Administrator

Classification: CL 28/CL 29*

Duty Station: Detroit, MI

Salary Range: CL28 (\$73,000 - \$118,674)

CL29 (\$86,811 - \$141,112)

*Starting salary depends on qualifications and experience. CL29 promotion potential without further competition.

OVERVIEW The human resources specialist will perform and coordinate administrative, technical, and professional work related to human resources programs including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The position is telework eligible (1-2 days per week) and reports to the Clerk of Court.

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has 55 employees who support six federal bankruptcy judges. Court offices are in Detroit, Flint and Bay City. The position is in Detroit with periodic travel to the Flint and Bay City locations.

REPRESENTATIVE DUTIES The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Formulate, implement, and administer the full range of human resources policies, procedures, and standards with varying needs and priorities. Review, research, analyze, develop, and recommend human resources policies.
- Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures.
- Research, review, and analyze data and information on employment practices, staffing, and other statistical data. Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to court unit executive.
- Assist with developing and reviewing recurring staffing plans with varying needs and priorities. Make recommendations to management regarding staffing and budgetary impact. Provide advice on organizational structures and classification standards and guide management on staffing and other human resources related proposed changes.
- Conduct job analyses and make appropriate recommendations to court unit executive.
- Advise unit executive, managers, judges, chambers staff, and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits, and related issues. Participate in management meetings for each unit as necessary.
- Advise unit executive, 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. Assist with grievance procedures.
- Perform duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers compensation, personnel action processing, records maintenance, etc.
- Administer and utilize automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.

EXPERIENCE REQUIRED To meet the minimum requirements at a CL28, applicants **MUST** have at least two years of specialized and progressively responsible work experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration. One year of the two years required must be equivalent to the level of work classified as federal grade GS/JS 11 or CL27. Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position may be substituted for some specialized experience.

This position requires strong leadership skills, strategic thinking, an exceptional customer service attitude, professional demeanor, and excellent communication skills along with a work history that demonstrates effective problem-solving skills, experience applying policies and procedures, and keen attention to detail. Must be proficient in Microsoft Office 365 applications.

Preferred:

- A bachelor's degree in human resource or related field.
- Previous experience in a federal court environment.

CONDITIONS OF EMPLOYMENT The position is classified as "high sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on these investigation results. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants on the court's website.

TO APPLY Please download an Application for Judicial Branch Employment from the court's website at www.mieb.uscourts.gov (Home Page >Court Info >Employment Opportunities). Qualified applicants should submit the completed application AND a cover letter with résumé via e-mail to **HR@mieb.uscourts.gov**. This position is **open until filled. First consideration will be given to applications received by January 23, 2023.** Send documents as one PDF attachment (no ZIP files) and include the position you are applying for in the subject line. Application materials that do not adhere to this format may not be considered. Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.

BENEFITS

A generous benefits package is available and includes the following: 13 days of vacation for first three years (which increases with tenure) and 13 days of sick leave, 11 paid holidays, up to 12 weeks of Paid Parental Leave for eligible employees, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP).



An Equal Opportunity / EDR Employer

All appointments subject to mandatory electronic funds transfer