



**UNITED STATES PROBATION OFFICE  
EASTERN DISTRICT OF CALIFORNIA  
POSITION VACANCY ANNOUNCEMENT**

**OPENS:** March 5, 2012

**CLOSES:** March 12, 2012

**ANNOUNCEMENT NUMBER:** 12-EDCA-HRA

**POSITION TITLE:** Part-Time Human Resources Assistant  
(Temporary Part-Time position for appointment of one year  
and one day)  
Monday - Friday  
4 hours per day/20 hours per week  
(The daily schedule/hours to be determined.)

**LOCATION OF POSITION:** U. S. Probation Office, Sacramento, California

**CLASSIFICATION LEVEL/  
SALARY RANGE:** Classification Level (CL) 24 -- \$18,388 - \$29,900 per annum

**NOTE:** *Starting salary will be set at \$18,388 - \$22,993 (\$17.68 - \$22.11 per hour) DOE with further long term progression to \$29,900 per annum (\$28.75 per hour)*

*After one-year and one-day, depending upon the budget, acceptable performance, and workload, this temporary appointment may be extended or become a permanent part-time position. If this position is converted to permanent part-time, there will be a long-range potential promotional opportunity to CL-25 without further competition.*

The Eastern District of California includes 34 counties in the Central Valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

The Human Resources Assistant is an entry level position that provides administrative and technical support for human resources programs, personnel transactions, and/or training activities, in accordance with approved procedures and policies.

**Representative Duties:** Under supervision of the Human Resources Manager, and as a member of Probation's Human Resources team, the incumbent may perform some or all of the following duties for the U. S. Probation Office throughout the District --

- Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefits elections. Maintain automated personnel record system. Process workers compensation claims forms. Gather data for required reports, such as telework, fair employment practices, early out authority and workers compensation.

- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, employment tests, and issuing credentials and identification cards.
- Maintain and monitor human resources records, including payroll and leave records using Human Resource Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations, and step increases. Maintains leave and timekeeping records.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Assist with employee recognition programs. Coordinate human resources-related events. Communicate human resources policy information. Assist with intern program.
- Assist with training activities within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.)
- Other duties as assigned.

**Qualifications:** To qualify for a Human Resources Assistant position, an applicant must be a high school graduate or equivalent, have at least two years general experience, and at least one year of specialized experience (Human Resources).

**General Experience:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience:** Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of human resources administration; and involved the routine use of automated human resources systems or other computer-based systems such as word processing, spreadsheets or database applications.

**Experience Substitutions:** Excess specialized experience may be substituted for required general experience.

**Educational Substitutions:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may **not** be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

**Court-Preferred Skills:** Ability to work with a wide variety of people of diverse backgrounds. Ability to grasp and understand various computer programs efficiently and thoroughly. Must be highly motivated, well organized, possess good judgment, excellent verbal and written communication skills, and maintain confidentiality. Some travel may be required.

**Citizenship:** Applicant must be a U. S. citizen or eligible to work in the United States.

**Employee Benefits.** Employees of the Probation Office are not included in the Office of Personnel Management's classification/personnel management system. They are, however, entitled to the same benefits as other Federal Government employees. Some of these benefits are:

- \* Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Paid sick leave (13 days per year).
- \* Participation in the Federal retirement program and in a tax-deferred Thrift Savings Plan (similar to a 401K plan).
- \* Voluntary participation in a Federal health insurance program, dental, and vision program.
- \* Voluntary participation in the Federal Employees' Group Life Insurance program.
- \* Up to 10 paid holidays per year.
- \* Optional enrollment in the Federal Judiciary employees' long-term care insurance.
- \* Creditable time-in-service with other Federal agencies and prior military service will be taken into consideration in computing employee benefits.

***NOTE: Probation Office support staff (i.e., non-officer) employees are considered 'AT WILL' employees and, as such, can be terminated with or without cause by the Court.***

**Application Procedures.** Applicants who wish to be considered for this position must submit a cover letter and an AO 78 Application for Judicial Branch Federal Employment to:

E-mail to: [caep\\_hr@caep.uscourts.gov](mailto:caep_hr@caep.uscourts.gov)

or

Fax to: 916.930.4391

The cover letter must include a response to the following questions:

What appeals to you about this entry level position? How will your experience assist you in being successful in this position? What are your long term career goals?

Application forms may be obtained from our website at:

<http://www.caep.uscourts.gov/employ.htm>.

- \* Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- \* Lateral transfers will be considered for Human Resources Assistants currently employed in other districts. A lateral transfer is considered a Human Resources Assistant's current Classification Level/Step from their current pay table to Pay Table 70. The agency is unable to salary match locality pay.
- \* To be considered, applicants must submit a cover letter and the required AO 78 Application for Judicial Branch Federal Employment. If an AO 78 application form is not submitted or is incomplete, the applicant will not be considered for the position.
- \* The person selected for this position may be subject to a background investigation and will be fingerprinted.
- \* More than one position may be filled from this announcement.
- \* The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- \* This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- \* The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- \* Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.
- \* Upon entrance-on-duty, all new employees (including employees transferring from other Districts and/or other Federal agencies) are placed on probationary status for a one-year period. Failure to successfully complete the probationary period may result in termination of employment.
- \* Applications received after March 12, 2012, will not be considered.

**\*\*THE UNITED STATES PROBATION OFFICE  
IS AN EQUAL OPPORTUNITY EMPLOYER\*\***