

**The United States District Court  
Southern District of Florida  
Notice of Vacancy**

**Position:** Human Resources Administrator  
**Announcement No:** 2012-CLK-06  
**Location:** Miami, Florida  
**Salary Range:** \$58,223 - \$112,579, current (CL 28-29 - equiv. to GS 12-13)  
Depending on experience and qualifications  
**Opening Date:** April 19, 2012  
**Closing Date:** Applications received by May 4, 2012 in first review  
Open Until Filled

**Overview:**

The United States District Court for the Southern District of Florida is seeking a senior human resources professional to serve as the district's Human Resources Administrator. The Human Resources Administrator plays a key role in the human resources and training support we provide to nearly 600 judges and court employees. This person oversees a staff of approximately five human resources professionals and reports directly to the Clerk of Court and works closely with the Chief Probation Officer in the district.

The Southern District of Florida has five offices in Miami, Fort Lauderdale, Fort Pierce, Key West and West Palm Beach. The Human Resources Administrator will be stationed in the Clerk's Office in Miami, with occasional travel to the other offices as well as probation offices in Boca Raton and Hollywood.

The Clerk's Office provides support to the Court in its administration of justice, and strives to provide a work environment that contributes to both personal and professional growth. Human resources plays an important part in fostering this environment through training, benefits, employee relations, policies, personnel processing, and ensuring compliance.

The Human Resources Administrator is responsible for:

- Advising court unit executives, judges and managers on all human resources matters, including employee relations, performance management and workforce organization and strategies.
- Analyzing and recommending organizational structures that reflect judiciary budget limitations.
- Develop, implement and provide guidance on human resources policies and procedures.
- Provide employee relations counseling and administer the court's Employment Dispute Resolution (EDR) Plan, serving as the district's EDR Coordinator.
- Administering comprehensive programs in federal and judiciary benefits, performance management, and employee recognition.
- Developing and administering a recruitment program that ensures a targeted and diverse applicant pool.
- Ensuring the development and delivery of training programs that further court goals and mission.
- Managing the timely and accurate processing of all personnel and payroll actions, maintaining files for recordkeeping and audit purposes.
- Ensuring compliance with human resources guidelines, policies and internal controls.
- Administering human resources management information systems, analyzing human resources data and using it to make sound recommendations and encourage system improvements.

## **Qualifications:**

### **Education**

An undergraduate degree with an emphasis in human resources, organizational development or a closely related field is preferred; a post-graduate degree in these areas is desired. Relevant specialized experience in human resources may substitute for some formal education.

### **Experience**

Candidates for the Human Resources Administrator position must have a minimum of five years of progressively responsible experience that provides a thorough understanding of human resources management and how it relates to the mission of an organization. This experience should include the following areas: staffing, benefits, training and development, classification and compensation, performance management and employee relations. Relevant education may substitute for some specialized experience. Human resources experience in the federal judiciary or other federal agency is strongly preferred.

The high visibility of this position requires excellent interpersonal and communication skills and an uncompromising work ethic. The successful candidate will also possess:

- Ability to exercise mature judgment
- Excellent employee relations skills and the ability to identify problems and suggest viable solutions
- Creativity in meeting organizational goals while dealing with finite resources
- Sustained commitment to the human resources profession
- Demonstrated ability to use technology to enhance the effectiveness of administering programs
- Proficiency with Lotus Notes, WordPerfect, Microsoft Office Suite and HRIS software, preferably PeopleSoft

### **Background Investigation**

The Human Resources Administrator position is a high-sensitive position within the judiciary. Employment is provisional pending the successful completion of a credit check and ten year, Office of Personnel Management background investigation and favorable suitability determination. Investigative updates are required every five years.

### **Employee Benefits**

Employees of the United States District Court are not covered by Federal Government Civil Service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- Participation in a retirement program
- Investment opportunities through the Thrift Savings Plan (similar to a 401K, with a Roth IRA option beginning in 2012)
- Pre-tax health, dental and vision insurance programs
- Pre-tax flexible spending accounts
- Group life insurance, long term care and disability coverage options

- Paid vacation days accrued based on length of federal service
- Accrue paid sick leave
- Enjoy 10 paid national holidays during the year.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

## **How to Apply**

The court will screen all applications and the best qualified applicants will be invited for personal interviews.

Qualified applicants should submit the following documents electronically in PDF (preferred), WordPerfect or Word format noting Announcement Number 2012-CLK-06 in the subject line to:  
Court-Admin\_FLSD@flsd.uscourts.gov

- Cover letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume detailing years of specialized experience, including supervisory experience, dates of employment, salary history, and the functions managed
- Resume should include your personal email address and salary history
- In one typewritten page only, answer the following question: What would you bring to this position that is not apparent in your resume?

**Please do not cut and paste your resume into your email.**

**If you do not follow all application requirements, your application will not be considered.**

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

United States District Court – Executive Office  
400 North Miami Avenue, Room 08S72, Miami, FL 33128-7717  
General Information: (305) 523-5001  
District Court Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

The Federal Courthouse has been designated a non-smoking area.

Applicants must be a United States Citizen or eligible to work in the United States.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**