

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TENNESSEE



Vacancy Announcement: 18 - 04

Position: Human Resources and Training Specialist
Location: Memphis, TN
Position Term: Full-Time
Salary Range: CPS 27-28 (\$48,951 - \$95,388) Salary based upon experience and qualifications
Closing Date: Open until filled: applications received by May 16, 2018 will receive priority

Position Overview

The Clerk's Office of the United States Bankruptcy Court for the Western District of Tennessee is now accepting applications for the position of Human Resources and Training Specialist located in Memphis, TN. Human Resources and Training Specialists perform and coordinate administrative, technical, and professional work related to human resources programs and training activities for court staff and judicial staff. The incumbent ensures compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent makes recommendations to the court unit executive on policy, staffing and budget impact. Human resources and training specialists lead the work of human resources and training support staff and related committees. The incumbent is responsible for development and delivery of all court training.

Representative Duties

- Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, develop, and recommend human resources policies for the court unit.
- 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.
- Assist with developing and analyzing staffing classification and organizational structure. Make recommendations to the court unit executive regarding staffing and budgetary impact. Oversee and reconcile the payroll budget (BOC1100), formulate annual budget projections and make recommendations for fiscal year budget planning.
- Develop and maintain fair employment policies and practices. Coordinate procedures of the Employee Dispute Resolution (EDR) Plan. Work with the district's EDR Coordinator. Maintain and compile accurate data on these programs and prepare year-end reports. Assist with grievance and adverse action procedures.
- Advise court 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 as necessary.

- Advise court unit executive, judges, and managers, on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Conduct job analyses and make appropriate recommendations for developing and revising position descriptions. Administer the performance management system including assisting in the development of performance standards and rating criteria.
- Lead human resources staff, training staff and administrative support staff. Provide guidance and training to ensure the accuracy of assigned tasks. Serve as chairperson for the Human Resources Committee, and Training Committee. Serves as a member of the Automation Liaison Committee.
- Perform duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, records maintenance, performance management, etc.
- Develop and manage the court unit's training program. Ensure training programs for internal customers (employees) and/or external customers (such as attorneys filing cases in the court) are well researched and thoroughly prepared. Coordinate and deliver programs in a well-organized manner, taking into consideration both court and individual employee needs. Evaluate training programs to ensure effectiveness of the programs. Arrange professional training credit opportunities for staff. Draft manuals, handbooks, job aides, web content, and other training materials. Change or customize existing training programs. Respond to training requests identified by managers.
- Manage court funds allocated for training programs and formulate annual budget estimates for training activities. Evaluate and measure the court's overall training initiative and make recommendations which meet court goals and objectives.
- Work with the IT Department to stay abreast of forthcoming automation initiatives. Develop and conduct automation training for court staff. Monitor the operational state of the training room computers and the audio/visual equipment. Acquire and maintain knowledge, skills, training and experience in all relevant software and applications used by court staff.
- In conjunction with managers, assess training needs for both internal and external customers, including conducting surveys and interviewing of customers, analyzing and prioritizing operational needs, difficulties, and knowledge gaps.

Qualifications

To qualify for placement at the CL27, the applicant must have a minimum of two years of specialized experience, including one year equivalent to work at CL25.

To qualify for placement at the CL28, applicants must have a minimum of two years of specialized experience, including at least one year equivalent to work at CL27.

Specialist experience is defined as progressively responsible 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.

Must have excellent interpersonal skills and the ability to communicate effectively both verbally and in writing. The ability to maintain confidentiality is critical.

Preferred Qualifications

Bachelor's degree from an accredited college or university.

Skill in Microsoft Office Word, Excel and PowerPoint.

Experience in developing training material and delivering training.

How to Apply

Qualified candidates must submit the following:

- Cover letter.
- A resume detailing qualifications and experience.
- Names, addresses, and phone numbers of three professional references.
- A completed AO-78 Application for Judicial Branch Federal Employment. <http://www.uscourts.gov/sites/default/files/ao078.pdf>

Please submit all documents via e-mail in a single PDF file to:

employment@tnwb.uscourts.gov

Benefits

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

Additional Information

- Employees of the United States Bankruptcy Court serve under excepted appointments and are "AT WILL" employees.
- The position of Human Resources and Training Specialist is classified as "high sensitive." Employment will be considered provisional pending the successful completion of a background investigation.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level. The first year of service will be probationary.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.
- Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payments is required.
- Candidates for interviews must travel at their own expense or be interviewed via telephone or videoconference.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Incomplete applications will not be considered.

The United States Bankruptcy Courts for the Western District of Tennessee is an Equal Opportunity Employer