

UNITED STATES BANKRUPTCY COURT
Western District of Kentucky
Announcement Number 18-01



POSITION: Human Resources Specialist

LOCATION: Louisville, Kentucky

STARTING SALARY: CL 27 - \$48,170 - \$78,270

CLOSING DATE: October 31, 2017 by 5:00 p.m. (Eastern Time)
No late applications accepted

POSITION OVERVIEW:

The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs and training activities for both the Clerk's Office and Chambers staff. This includes ensuring compliance with the appropriate guidelines, policies and approved internal controls.

REPRESENTATIVE DUTIES:

- Process a variety of personnel and payroll actions such as appointments, promotions, separations, within-grade increases, and changes to employee benefits. Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner.
- Ensure accuracy of personnel information in HRMIS and leave tracking program. Reconcile bi-weekly payroll and create budget projections.
- Serve as the leave administrator for the court. Monitor and process employees' time and attendance related records and ensure that transactions and records adhere to appropriate rules and regulations.
- Administer benefits program, including maintaining and distributing materials, processing forms, addressing routine questions and resolving benefits issues.
- Coordinate recruitment efforts, such as preparing and posting vacancy announcements, coordinating interviews, ensuring that interviewers follow hiring guidelines, and participating in interviews as needed. Maintain all recruitment records.
- Maintain statistics for annual Fair Employment Practices System and Telework reports. Assist with grievance and adverse action procedures.
- Administer background checks and investigations, take employee fingerprints, and issue identification cards.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with creating and classifying position descriptions.
- Assist with training activities related to human resources matters within the court unit. Assist and advise new and existing employees on payroll information, personnel policies and procedures, and benefit options.
- Establish and maintain a wide variety of personnel related records, including performance management, telework, employee recognition, training and individual personnel files, in accordance with the relevant record retention guidelines.
- Perform a variety of duties of the Clerk's Office administrative division, including procurement, inventory, and development of procedures, policies and other documentation.
- Perform other duties as assigned.

QUALIFICATIONS:

Qualified applicant will have a bachelor's degree from an accredited college or university in a related field. The candidate must possess a minimum of two years of progressively responsible experience and demonstrated knowledge, skills and ability in human resources administration, including recruitment and staffing, classification and compensation, benefits, performance management, payroll and employee relations, that required knowledge of the related rules, regulations and terminology to successfully perform the duties of the position.

Candidate must also demonstrate:

- Excellent verbal and written communication skills and the ability to work effectively with a variety of people;
- Ability to maintain a professional demeanor, exercise mature judgment and maintain confidentiality;
- Excellent organizational skills, attention to detail and experience handling multiple tasks and projects.

BENEFITS:

Judiciary employees are automatically enrolled in the Federal Employees Retirement System, earn annual and sick leave, and have ten paid holidays per year. Other optional benefits include enrollment in the Thrift Savings Plan with employer match and health, dental, vision, life and long-term care insurance plans. Credit is given for prior federal government service. Additional information on the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be found at www.uscourts.gov.

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. citizen or eligible to work in the United States. This position is regular and full-time. Judiciary employees are not subject to the employment regulations of competitive service and are considered "at will" employees. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required. As a condition of employment, an FBI background investigation is required. We will not pay relocation or interview travel expenses.

HOW TO APPLY:

To apply, qualified applicants should submit a cover letter summarizing related skills and interest for the position and resume to:

HR@kywb.uscourts.gov

Emailed documents MUST be in PDF format for acceptance. Incomplete submissions will not be considered.

For additional information on the United States Bankruptcy Court, visit our web site at www.kywb.uscourts.gov.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER