

**OFFICE OF THE CLERK  
U.S. DISTRICT COURT  
EASTERN DISTRICT OF CALIFORNIA**

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**\*\*\*\*OPPORTUNITY ANNOUNCEMENT\*\*\*\***

**HUMAN RESOURCES SPECIALIST (# 2010-14)**

**CLASSIFICATION LEVEL:** CL 26 - CL 27 (\$41,786 - \$74,628)

**STARTING SALARY:** Negotiable depending upon experience.

**LOCATION:** Fresno, California

**CLOSING DATE:** 4:00 p.m., Wednesday, March 17, 2010

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**POSITION OVERVIEW**

The U.S. District Court for the Eastern District of California serves 34 counties located in the fast growing Central and Northern interior of California. We are a public service organization headquartered in Sacramento with a large divisional office in Fresno and remote satellite offices in Bakersfield, Redding and Yosemite National Park.

As part of an expansion of our Human Resources department, the Clerk's Office has created a new Human Resources (HR) Specialist position that will be located in our Fresno office. The incumbent will be the sole HR representative in the office and will report to an HR Manager located in Sacramento. Occasional travel to Sacramento, and limited travel to Bakersfield and Yosemite National Park, will be required. The incumbent's primary duties and responsibilities will include:

- Implementing, monitoring, and administering human resources policies, procedures, and standards. Providing employees with advice and guidance on a wide range of payroll, benefits and employee relations issues.
- Assisting in the implementation of ePerformance, a PeopleSoft employee performance management and development module. Administering the system after implementation to include providing ongoing coaching to management and employees on developing performance competencies and standards, setting dates, and reviewing, monitoring and approving performance development related documents.
- Assisting with the assessment of standard HR and employee development training needs, assisting in the development of training programs and supporting materials, facilitating assigned training and coordinating training sessions conducted by other subject matter experts.
- Managing assigned recruitment processes by reviewing application materials, ranking applicants, conducting pre-screening telephone calls and reference checks and coordinating interview panels.

- Organizing and conducting orientations for new employees and exit interviews for employees separating from service.
- Conducting job analyses, developing and updating position descriptions and creating and maintaining a wide range of payroll and benefits related records and statistics.
- Assisting with the development and administration of employee recognition efforts.

### MINIMUM QUALIFICATIONS

At a minimum, an applicant must possess three or more years of HR-related work experience and must have completed a 4-year college degree in a related field of study. An applicant also must:

- possess a passion for customer service and have outstanding verbal and written communication skills that include the ability to be diplomatic and flexible regarding the communication styles of others.
- be detailed oriented and highly organized with strong project management skills.
- be dependable and able to work independently.
- be a problem solver who is solution oriented.
- maintain confidentiality.
- hold himself or herself accountable to high professional standards of performance and conduct.

Candidates will be ranked on overall work experience, education and professionalism of application materials. Candidates who possess the following will be given preference:

- HR-related work experience beyond the minimum years stated above.
- HR work experience that involved concurrently performing multi-functional duties (e.g., payroll, benefits, training, employee relations, etc.).
- Work experience performing employee training and development.

### APPLICATION PROCEDURE

For consideration, applicants must submit the following:

- 1) An introductory cover letter that includes the reason a change of employment is desired (e.g. a reason is only required if the applicant is currently employed).
- 2) A chronological resume detailing work history and the reason why each job listed was left.
- 3) An ending salary for all jobs listed on the applicant's resume.

Materials must be sent as attachments via e-mail in either Word, WordPerfect or PDF format to "CAED-HR@caed.uscourts.gov" by no later than **4:00 p.m. on Wednesday, March 17, 2010**. Please reference "2010-14" in the subject line of your message.

In addition to completeness, materials will be reviewed for attention to detail, organization and overall professionalism of presentation.

## **EMPLOYMENT BENEFITS**

- Up to 13 days paid vacation per year for the first 3 years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year).
- Participation in the Federal Retirement Program, FERS, and the tax-deferred Thrift Savings Plan (e.g. similar to a 401K plan).
- Optional participation in a Federal health insurance, dental, and vision program of your choice.
- Optional participation in the Federal employees' group life insurance program.
- Up to 10 paid holidays per year.
- Optional participation in long-term care insurance; Flexible Spending Accounts and commuter reimbursement programs.
- Creditable time-in-service in other Federal agencies, or the military, will be added to Judiciary employment when computing employee benefits.

## **DISCLOSURES**

- Only applicants meeting the minimum qualifications will be considered for this position. Employees of the U. S. District Court serve under Excepted Appointments and are considered at-will employees. Federal Civil Service classifications, preferences, and regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Pursuant to the Immigration Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in the United States. Acceptable documentation includes a U.S. Passport; original or a certified birth certificate issued by a state, country, or municipal authority; a certificate of U.S. Citizenship, Alien Registration Receipt Card; and an authorized photo identification such as a state drivers license, school identification card, or U.S. Military identification card. Applicants must also be eligible to work for the Federal Government.
- If selected for first-time appointment, you will be required to complete an initial one-year performance evaluation period (IPEP). Failure to successfully complete the IPEP for any reason may result in termination of employment.
- The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Should a position become vacant in the same or similar classification within a reasonable period of time after this announcement, the Clerk of Court may elect to select a candidate from the applicants who respond to this announcement without any further posting.