Human Resources Specialist

The Clerk’s Office is seeking applicants for a Human Resources (HR) Specialist position in our Fresno office. The position provides an excellent opportunity to launch or continue a career in federal public service and advance an HR career.

The incumbent will be part a three-person HR team supporting approximately 200 employees and judges. The incumbent will serve as our sole, on-site HR support person in Fresno and report to an HR Manager located in Sacramento. Direct day-to-day HR support will be provided to approximately 70 employees and judges in Fresno and limited remote support will be provided to an additional 130 employees and judges located in our other offices. Work will normally be performed onsite with a regular Monday-Friday, 40 hour per week work schedule. Occasional telework may be available.

Duties and responsibilities that will be performed include the following:

- Provide information and guidance to judges, managers, supervisors, and court staff on HR policies, procedures, and standards.
- Manage assigned recruitment efforts. This includes determining and using best methods to source applicants, developing and posting opportunity announcements, reviewing and ranking application materials, conducting initial telephone interviews of top ranked applicants, coordinating interview panels, checking references, and coordinating offers of employment, and maintaining all recruitment related records.
- Coordinate onboarding activities for new employees and judges. Conduct orientation to include a review of payroll information, HR policies and procedures, benefit options, and issuance of building access card and identification credentials.
- Monitor and advise employees and judges on payroll and benefit related matters. Coordinate annual open season activities for benefits and develop and implement other informational activities throughout the year to increase employees’ knowledge and awareness.
- Track and process a wide range of staffing and payroll actions such as appointments, separations from service, retirements, within-grade pay increases, and promotions in a PeopleSoft Human Resources Information Management System.
- Ensure all staffing and payroll actions are properly documented and processed in a timely and correct manner.
- Serve as an official timekeeper by monitoring and processing employees’ time and attendance records in a PeopleSoft Leave Tracking module. Ensure transactions are properly documented and records adhere to appropriate rules and regulations.

Position Details
Classification Level: 25-27
Full Salary Range: $43,767 – $86,084
Closing Date: 4:00 pm, Friday, February 4, 2022.

How to Apply:
For consideration, applicants must submit the following:
1) An introductory cover letter
2) A completed Application for Judicial Branch Federal Branch Employment, form AO-78 (found on the Careers page of the court’s website)

Materials must be received as e-mail attachments in PDF format sent to: CAED-HR@caed.uscourts.gov
Please reference “2022-04” 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. Incomplete materials will be disqualified from consideration.
• Manage background check and fingerprinting program by verifying applicant information, taking employee fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining related records.
• Develop and facilitate training for new and existing employees on a variety of HR automated systems.
• Other HR related clerical and administrative duties may be assigned as are appropriate for the position and incumbent’s classification.

QUALIFICATIONS AND STARTING SALARY

At a minimum, applicants must possess at least one year of progressively responsible HR related work experience that reflects work in at least one but preferably two or more of the functional areas of HR management and administration (e.g., classification, staffing, training, recruitment, employee relations, payroll and/or benefits administration, etc.).

Candidates must also possess:

• Outstanding verbal and written communication skills, a passion for customer service, and excellent organization and record keeping skills.
• The ability to be adaptable to different communication styles.
• The ability to multi-task and be a problem solver who is solution oriented.
• The ability to work both independently and collaboratively.
• The ability to maintain confidentiality and foster collegial relationships.
• The ability to routinely hold themself accountable to high professional standards of performance and conduct.
• Intermediate to advanced skill with Microsoft Word and Excel.

Preference will be given to candidates who possess the following:

• Completion or a 4-year degree in a related field of study and/or completion of other HR related training and/or certifications.
• Two or more years of HR experience beyond the minimum required.
• Experience handling payroll and benefits administration, recruiting, and onboarding and exit processes is highly preferred. HR experience gained in a federal court agency is also highly preferred.

Starting salary is expected to be set at a CL 25 step 1 ($43,767) to step 25 ($54,727) with developmental promotional potential to a CL 26 and CL 27. Consideration for appointment at a higher step and/or classification level may be given to applicants who possess relevant preferred education and work experience.
DISCLOSURES

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

- Only qualified applicants will be considered for this position and participation in the interview process will be at the applicant’s own expense. Relocation expenses will not be provided.

- Court employees serve under “Excepted Appointments” and are considered “at will” employees exempt from Federal Civil Service classifications and regulations. California employment laws also do not apply. Court employees are entitled to the same benefits as Federal Civil Service employees.

- Court employees are subject to a Code of Conduct. A copy can be found on the Careers>Employment Information>Code of Conduct section of the court’s website at www.caed.uscourts.gov.

- The selected candidate must successfully complete an initial ten-year background investigation and every five years thereafter will be subject to an updated investigation like the initial one. All information provided by applicants is subject to verification and background investigation. 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.

- Applicants must meet citizenship requirements to work for the United States government. Requirements can be found through the Careers>Employment Information>Disclosures section of the court’s website at www.caed.uscourts.gov.

- If selected for first-time appointment, a one-year initial performance evaluation period (IPEP) must be completed. Failure to successfully complete the IPEP may result in termination of employment.

- The court requires vaccination against COVID-19 as a condition of employment. The selected candidate will be required to report their COVID-19 vaccination status by completing an attestation form and providing proof of vaccination prior to commencing employment.