

Position Title: Human Resources Specialist

Announcement Number: 2012-05

Court Name: California Southern Bankruptcy

City: San Diego **State:** CA **Court Website:** <http://intranet.casb.circ9.dcn/intranet/index.htm> **Permanent**

Position: YES

Job Grade: 25/26/27

Salary Min: \$41,275

Salary Max: \$81,184

Closing Date: 09/28/2012

Open Until Filled: NO

Position Description:

Researches, compiles disseminates, advises and assists in judiciary wide and local employee benefit program information, processes benefits enrollment, coverage changes, consults and assists staff to maximize the enjoyment of their entitled benefits. Presents employment and benefit topics to employees and job candidates in both group and one-on-one settings. Updates benefit information on the court's intranet site.

Receives, verifies, and maintains time and attendance records to ensure accurate leave balances.

Processes appointments, promotions, within-grade increases, Workers' Compensation, unpaid leave and separations, ensuring correct compensation for staff. Conducts background checks.

Organizes, maintains and archives confidential personnel and background files, time and attendance records, standardized forms and benefits information in both electronic and hard copy forms.

Updates existing position descriptions and develops new position descriptions.

Develops recruitment plans, prepares materials, interacts with applicants, screens, schedules, tests and interviews candidates. Notifies applicants of results and provides new employee orientation.

Drafts, reviews and revises policies and procedures.

Conducts inquiries with court staff, Administrative Office of the U.S. Courts, and external agencies for the purpose of verifying, problem-solving and complying with policies and regulations.

Provides the full range of human resources support to the Clerk of Court and court managers in the absence of the Human Resources and Development Manager.

Qualifications:

CL-25/26/27 \$41,275 - \$81,184 (depending on qualifications).
Promotional potential to the CL-26/27 levels without further competition.

Completion of a Bachelor's Degree is a preferred qualifications.

General Experience:

At least two years general experience.

Specialized Experience:

One year of progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of human resources administration; and involved the routine use of automated human resources systems or other computer based systems such as word processing, spreadsheets or database applications.

Benefits:

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after fifteen years;
13 days paid sick leave per year;
10 paid holidays per year (8 national and 2 local court holidays);
Choice of medical, dental and vision coverage from a wide variety of plans;
Life Insurance options;
Federal Employees Retirement System;
Immediate participation in the Thrift Savings Plan (401K plan);
Optional participation in the Judiciary's Long Term Care Insurance Program;
Optional participation in the Judiciary's Flexible Spending Program;
Commuter Benefit Program (dependent on fiscal year funding);
Continuing Education Assistance Program (dependent on fiscal year funding).

Misc:

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.

This position is open to the public. Applicants must be U.S. citizens or eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

How To Apply:

Email your cover letter and resume to:

Hr_casb@casb.uscourts.gov, or

Mail your cover letter and resume to:

Human Resources

U. S. Bankruptcy Court

325 W. "F" St.

San Diego, CA 92101-6991

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

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