

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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April 27, 2016

## TEMPORARY HUMAN RESOURCES TECHNICIAN VACANCY ANNOUNCEMENT JOB CODE: 16-9C0427HRTN

POSITION: Human Resources Technician

STATUS: 40 hours per week; temporary position (54 weeks)

SALARY RANGE: \$42,108 - \$68,417 (CL 24/01 - CL 24/61)

CLOSING DATE: Open Until Filled

LOCATION: San Francisco, California

**Note: First consideration will be given to applications received by May 11, 2016.**

The Northern District of California United States Probation Office is seeking qualified applicants for the position of temporary Human Resources Technician. This individual provides administrative and technical support for human resources programs, personnel transactions, and training activities, in accordance with approved procedures and policies. Depending on the needs of the Probation Office at the discretion of management, this temporary assignment may be terminated at any time, may be extended beyond the anticipated 54 week-duration, or may be converted to a regular position.

REPRESENTATIVE DUTIES (not all inclusive):

Assist with processing a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefits elections. Maintain automated personnel record system. Process workers compensation claims forms. Gather data for required reports such as telework, fair employment practices, early out authority, and workers compensation.

Assist with recruitment efforts such as preparing and distributing announcements, coordinating and proctoring interviews, and conducting reference checks. Assist in administering background and investigation checks, employment tests, and issuing credentials and identification cards.

Maintain and monitor human resources records including payroll and leave records using the Human Resource Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data such as employees' date of promotion, performance evaluations, and step increases. Maintain leave and timekeeping records.

Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.

Assist with employee recognition programs. Coordinate human resources-related events. Communicate human resources policy information. Assist with the internship program.

Assist with training activities within the Probation Office such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.).

#### MINIMUM QUALIFICATIONS:

One year of specialized experience equivalent to work at CL-23.

Specialized experience is 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 work processing, spreadsheets, or database applications.

#### PREFERRED QUALIFICATIONS:

A bachelor's degree in human resources, business administration, psychology, or related field. General knowledge of the criminal justice system and probation/parole processes and procedures. Experience working in a federal government or federal court environment.

#### PERSONAL CHARACTERISTICS AND SKILLS:

Unquestioned integrity, good organizational and analytical skills, and detail-oriented.

#### APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and a separate letter of interest that relates their skills and experience to the Human Resources Technician Position. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78), along with their official college transcripts, as applicable. Form AO 78 (the Application) is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application

materials will not be considered. Do not submit the same application materials more than once. **Although the vacancy announcement is open until filled, completed application materials received on or before May 11, 2016 by close of business (5:00 p.m. PST) will be given first consideration.** It is required that you submit your application materials via e-mail to: [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov). The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

**U.S. Probation Office  
Northern District of California  
Attn. Human Resources  
P.O. Box 36057  
San Francisco, CA 94102**

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

**THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER**