



**Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California**

Job Announcement 17-02

Position: Assistant Circuit Executive for Human Resources
Location: San Francisco, CA
Classification Level/Salary: CL-31 (\$114,593 - \$161,900) Depending on qualifications
Closing Date: Open until filled; priority given to applications received by September 15, 2017

Organization

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; (4) the Circuit Executive and (5) as requested, to the federal courts and other court units within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam and the Northern Mariana Islands. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. This position reports to the Circuit Executive.

Major Duties and Responsibilities

1. Staff to the Judicial Council's Standing Committee on Federal Public Defenders (FPD), Court-Council Committee on Bankruptcy Judges (CCC), and Wellness Committee. Manages the FPD recruitment and reappointment processes and recommends changes in policies and procedures of same. Designs and facilitates workshops for the Standing Committee and defenders. Manages and gives guidance to the FPD offices and Standing Committee on EDR Plans (equal employment policies), discipline, and evaluation processes. Reviews, investigates and reports on FPD complaints and or administrative appeals as needed. Reviews and makes recommendations to the Standing Committee on attorney staffing levels for FPD offices in consultation with the Administrative Office's Defender Services Unit. Recommends changes in policies and procedures to the regulations appointing and reappointing bankruptcy judges. Manages the bankruptcy judge recruitment, reappointment, and mid-term evaluation processes. Recommends actions, promotes and manages Wellness Committee programs, including a counseling telephone service (PALS) and quarterly newsletter, Transitions (biennial) Seminar, and Chief Judge (biennial) workshops.
2. Oversees the recruitment, retention, and hiring processes of Office of the Circuit Executive and assists other court units on selection boards as requested.
3. Provides advice, training, and counsel to judges, court unit executives, and court personnel with respect to equal employment opportunity and non-discrimination, personnel policies, recruitment and selection, compensation and benefits, COOP, and other personnel issues. Upon request, serves as fact-finder or mediator with respect to employment disputes in court units throughout the circuit. Designs and manages court and circuit-wide conferences on human resources and employment law issues.
4. Works with Administrative Office of the U.S. Courts legal counsel and human resources staff in areas of employment law and fair employment practices.
5. Develops and supervises the administration of the personnel management program for the staff of the circuit executive as well as for other court units as needed.
6. Serves on selection boards and committees on behalf of the Chief Judge or Circuit Executive.
7. Represents the Ninth Circuit in defining national and regional personnel and training issues and works with constituent groups to propose changes in national policies.

Education/Experience Requirements

- An undergraduate degree in human resources management or a comparable program is required; an advanced degree in human resources management, law and continuing education is highly desired. A law degree requires graduation with a Juris Doctor (JD) degree (or equivalent) from a law school that has been accredited by a recognized accrediting authority, and admission to practice before the highest court of a State, Territory, Commonwealth, or possession of the United States.
- At least three years of specialized experience as a senior human resources manager, or in the practice of law, in mediation, legal research, legal administration, or equivalent experience gained after graduation from law school.

- At least three years of supervisory experience. Familiarity with the federal courts and the regulations and policies of the executive and/or judicial branch of the federal government is desirable. Appropriate educational substitutions may be credited as one year of experience.

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of human resources management programs, personnel policy development, employment law, employment dispute resolution, training, personnel development, and administration.
- Ability to recommend and provide training and advice on changes in employment law policies and procedures, including but not limited to the FMLA, reasonable accommodation requests, and other personnel practices.
- Ability to conduct in-depth investigations, examine represented or non-represented witnesses, research and analyze employment law issues, and prepare detailed and thorough investigative reports.
- Ability to conciliate differing views among judges, court managers and/or employees with respect to employment disputes and to interpret and apply regulations, concepts and laws concerning personnel programs.
- Ability to use sound judgment in applying policy and guidelines to situations and to communicate tactfully and clearly with judicial officers, lawyers, and court employees.
- Ability to write clear and concise policy reports and recommendations and to present them effectively.
- Ability to work effectively with committees of judges, lawyers, senior management, or their equivalent in a service-oriented environment.
- Ability to develop training programs and assess program effectiveness.
- Ability and willingness to travel throughout the Western nine states of the Circuit (including Guam) and to Washington, D.C. as required. Travel may be extensive at times.
- Ability to work under pressure with tight deadlines and to represent management as required.
- Excellent time management skills and the ability to track the progress of many projects simultaneously.
- Ability to supervise and manage a professional staff. This includes sufficient subject matter knowledge to schedule and prioritize work of subordinates, foster teamwork, provide performance evaluations, and motivate staff.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management’s civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- Vacation time accrues at a rate of 13 days per year for the first three years, increasing to 20 days after 3 years and 26 days after 15 years; Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Available vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance available to employees and eligible family members
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- This position is considered “high sensitive” and the selected applicant must undergo an Office of Personnel Management (OPM) background investigation. Selected applicants are hired provisionally pending the results of a full background investigation and fingerprinting. In addition, incumbent will be required to provide updated background investigations every five years.
- This position requires electronic deposit of salary payment.
- Positions with the U.S. Courts are “excepted service” positions. Employees serve “at will.”
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, a writing sample (no longer than 5 pages), 3 references, and salary history as a **single PDF file** by e-mail to personnel@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: HR ACE (17-02)
P.O. Box 193939
San Francisco, California 94119-3939**

The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.