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CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is
an equal focused employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Director of Human Resources

Location: San Francisco, California

Salary: CL 29 – \$97,483 – \$158,458; Commensurate with qualifications and prior experience.

Opening Date: November 2, 2023

Closing Date: Open until filled with preference given to applications received by close of business, Friday, November 16, 2023.

POSITION OVERVIEW

The United States District Court for the Northern District of California is seeking qualified candidates for the position of Director of Human Resources. The Director provides a full range of human resource services, including advising management and judicial officers, developing, and implementing local policies, employee relations, performance management, position classification, recruitment, payroll, and benefits administration. This position requires a positive, self-motivated individual who demonstrates collaboration, professionalism, discretion, and exceptional customer service and communication skills. This position is in the Clerk's Office in San Francisco and reports to the Chief Deputy of Administration.

Representative Duties:

- Plan and administer an ongoing program of human resources services such as recruitment, position classification, managing compensation, benefits, employee assistance, and retirement programs.
- Manage the HR Unit for the Court consisting of three HR professionals.
- Propose and assist with strategies for workforce management.
- Counsel management and staff with respect to personnel issues, career counseling, and human resources policies and procedures. Propose policy changes, corrective actions, or other solutions as appropriate.
- Assist judges upon request with human resources and staffing issues pertaining to chambers staff.
- Oversee the development of position descriptions for new and modified positions.
- Propose and implement improvements in local human resources policies, standards, and procedures while ensuring compliance with the *Guide to Judiciary Policy* and the Administrative Office of the U.S. Courts Human Resources Manual.
- Prepare, reconcile, and submit bi-weekly payroll projections reports.
- Assure managers and staff receive regular training with respect to the Circuit Employment Dispute Resolution Policy.
- Monitor and modify the performance assessment program as requested by senior management.
- Work collaboratively with local human resources and training professionals.

QUALIFICATIONS

The successful applicant should be a highly motivated self-starter who is organized and

demonstrates initiative and sound judgment. Applicants must be able to work with the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. The applicant must also work effectively in a fast-paced atmosphere, dealing with numerous time-sensitive issues. A bachelor's degree is required, and an advanced degree is preferred.

To qualify for this managerial position, two years of specialized skills are required. Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

BENEFITS

The United States District Court offers an excellent working environment that values a healthy work-life balance and offers flexible work schedules and opportunities for telework. Court employees are covered by the Court Personnel System and are entitled to benefits listed on the United States Courts website at <https://www.uscourts.gov/careers/benefits>, which include 13 days of vacation for the first three years and increases with tenure. Thirteen days of sick leave and 11 holidays. Employer-subsidized health and life insurance plans, optional dental/vision, and long-term care coverage. Flexible spending account program for health, dependent care, and transportation. Federal Employees Retirement System and employer-matched Thrift Savings Plan.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to an FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals. It seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

HOW TO APPLY

Please visit <http://www.governmentjobs.com/careers/uscourtsand> to submit an online application, along with a cover letter and resume. Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files.