



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**

Vacancy Announcement #2017 - 01

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<b>Position:</b>	Human Resources Manager Regular full-time position
<b>Number of Vacancies:</b>	One
<b>Location:</b>	Minneapolis, MN
<b>Posting Date:</b>	October 7, 2016
<b>Classification:</b>	CL 28/29
<b>Salary:</b>	CL 28 \$60,248 - \$97,949 CL 29 \$71,642 - \$116,475 Depending on Qualifications
<b>Closing Date:</b>	Open until filled. Preference will be given to resumes received by Friday, October 21, 2016 at 5:00 p.m.
<b>Area of Consideration:</b>	Open to all sources

**Overview of the District of Minnesota**

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 6 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, Clerk's Office and Probation/Pretrial Services staff.

## **Introduction**

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The incumbent is responsible for the supervision of two Human Resources staff and provides the full range of human resources services and advice to the Clerk's Office, Judicial Officers and their staff, and U.S. Probation and Pretrial Services Office staff.

Providing high quality, immediate, and excellent service is the position's key goal. The successful applicant will participate as an essential advisor to the organization's management team. The Human Resources Manager reports to the Chief Deputy.

## **Representative Duties**

Provides leadership and direct supervision to the two employees in the human resources department who have a wide variety of responsibilities. Establishes performance expectations and provides support in meeting performance expectations.

Assigns, directs and reviews work of the HR staff.

Reviews, researches, develops, and recommends personnel policies.

Develops and administers procedures for recruitment and selection of applicants for employment. Screens applications and interviews candidates. Refers qualified candidates to management.

Provides information to staff on grievances, adverse actions, equal employment opportunity and employment dispute resolution issues.

Updates and develops new position descriptions. Compares position descriptions to CPS benchmarks and prepares certifications for approval. Ensures accuracy of pay grade assigned to position.

Responsible for several qualitative and complex duties related to payroll reconciliation through the software iPPS, and works with the administrative services manager to verify and balance the personnel budget as allocated by the Administrative Office.

Administers the performance appraisal system, ePerformance, and leave management system, HRMIS Leave Tracking.

Provides recommendations for alternative organizational structures.

Provides assistance to employees and managers in federal benefits areas, including health and life insurance, retirement and workers compensation.

Administers EEO/EDR programs and serves as the EDR Coordinator, and also responsible for the Fair Employment Practices Act report.

Responsible for processing personnel and payroll actions such as appointments, promotions, separations, terminations, and within-grade increases.

Responsible for maintaining human resources records, including all employee-related documents, payroll, and leave records.

Provide guidance to managers in the areas of employee relations, discipline procedures, and leave policies.

Responsible for the employee background investigation process.

## **Qualifications**

### **Minimum Qualifications**

Two years of specialized experience. Candidate must possess unquestioned integrity, excellent written and oral communication skills, organizational, analytical and superior interpersonal skills. Ability to problem solve and exercise mature and decisive judgment and professional and positive demeanor. Strong motivation, initiative, attention to detail, friendly and customer-focused attitude. Ability to handle a wide range of program areas to include classification, recruitment and staffing, training and development, employee relations, salary and benefits administration.

### **Preferred Qualifications**

Five years of specialized experience. Bachelor's degree preferred.

### **Conditions of Employment**

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

## **Benefits**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, life insurance, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

## **Application Process**

Qualified candidates should email resume **with cover letter** to:

[hr@mnd.uscourts.gov](mailto:hr@mnd.uscourts.gov)

**Please enter “Application for Human Resources Manager Position” in the email Subject line.**

**All documents should be combined and emailed as one PDF attachment.**

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

***The Court is an Equal Opportunity Employer***