



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

HR ADMINISTRATOR

ANNOUNCEMENT NUMBER 23-WAW-27

ANNOUNCEMENT DATE August 1, 2023

CLOSING DATE Open until filled; preference given to resumes received by August 28, 2023

The U.S. District Court for the Western District of Washington is a career-oriented organization focused on providing exceptional service to the Court, the legal community, and the public. We are currently accepting resumes for an HR Administrator. This position is part of Consolidated Administrative Services, which supports chambers, the Clerk's Office, and Probation and Pretrial Services. The HR Administrator provides a full range of human resources services including advising senior 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 located at the federal courthouse in Seattle, Washington. Travel to the federal courthouse in Tacoma and satellite Probation and Pretrial Services offices is required. This position requires regular in-office coverage in the Seattle courthouse; however, the Court has a flexible telework policy.

REPRESENTATIVE DUTIES Responsibilities include, but are not limited to:

- Supervise, mentor and provide leadership to HR staff. With Budget Administrator, supervise the Administrative Specialist.
- Develop, implement and administer human resources policies, procedures and standards to comply with local requirements and changes in Judiciary-wide policies and regulations.
- Perform duties related to benefits administration, position classification, personnel action processing, records maintenance, performance management and leave administration.
- Provide information and guidance to judicial officers, executives, senior management and staff on complex human resources matters while maintaining confidentiality.
- Interact effectively with the public and staff, resolving difficulties efficiently while complying with regulations, rules and procedures.
- Coordinate with the Budget Administrator on salary and staffing projections, helping to determine budget implications of various scenarios.
- Develop and maintain electronic methods to track personnel actions. Maintain personnel, payroll, and recruitment records in accordance with Judiciary guidelines.
- Ensure strict confidentiality and security of personnel matters and records.
- Provide advice to executives and judicial officers on organizational structure and classification standards.

	<ul style="list-style-type: none"> • Manage the district-wide recruitment process, identifying and utilizing resources to obtain a diverse and representative applicant pool. Ensure that hiring and promotion practices comply with local and Judiciary policies and procedures. • Serve as EDR (Employment Dispute Resolution) Coordinator • Serve as primary backup for the Emergency Services Coordinator, providing support for after hours, emergency, and continuity of operations support. • Other duties as assigned.
QUALIFICATIONS	<ul style="list-style-type: none"> • High school diploma or equivalent • A minimum of five years specialized experience in two or more functional areas of human resources management and administration that demonstrate knowledge of the rules, regulations, terminology, etc., of human resources administration. At least two of the five years must have been in a human resources position within the federal government. • Ability to maintain strict confidentiality, demonstrate sound ethics and judgment, and handle sensitive material with a calm, professional, friendly, and patient demeanor. • Ability to be flexible and adaptable to unexpected needs and problems; to manage multiple tasks and priorities, often with conflicting deadlines. • Ability to think critically and independently. • Ability to communicate information clearly and professionally with a variety of people, including judges, executives, court personnel, and candidates for employment. • Knowledge of Microsoft Office Suite and experience with virtual meeting platforms such as Zoom or Microsoft Teams. • The ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's or Master's degree. • Certification in Human Resources from Human Resources Certification Institute (PHR or SPHR) and/or Society for Human Resources (SHRM-CP or SHRM-SCP) • Current or prior federal judiciary human resources experience.
SALARY RANGE	<p>Court Personnel System Classification Level:</p> <p>CL28, Step 1 – 61, \$73,683 – \$119,784</p> <p>CL29, Step 1 – 61, \$87,623 – \$142,431</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
BENEFITS	<p>The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including flexible schedules, ORCA transit passes, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
APPLICATION INSTRUCTIONS	<p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> • Cover Letter • Resume • A response to the application question, below • Completed AO78 Form Application for Federal Employment - <i>* For this vacancy announcement (23-WAW-27), you do not need to complete the optional background information – questions 18, 19, and 20.</i>

APPLICATION QUESTION

Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application materials must be submitted via e-mail to: seattle_personnel@wawd.uscourts.gov, referencing the position number (#23-WAW-27).

From the following list of competencies for human resources, please select two and describe why you feel they are important for this position.

- Conflict Resolution
- Confidentiality
- Credibility
- Human Resources Knowledge
- Interpersonal Skills
- Learning and Self-Development
- Objectivity and Critical Thinking
- Recruiting

Responses should be no more than two pages, and will be evaluated on the following: organization and flow of thought, thoroughness and thoughtfulness of content, level of detail, and writing skills (including grammar, punctuation, and sentence structure).

INFORMATION FOR APPLICANTS

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.

The United States District Court is an equal opportunity employer and values diversity in the work place.