



**United States District Court
District of South Dakota
Shared Services**

VACANCY ANNOUNCEMENT 15-01

POSITION TITLE: Human Resources Administrator
POSITION TYPE: Permanent, Full-time (40 hours per week)
NUMBER OF VACANCIES: One
LOCATION: Sioux Falls, South Dakota
SALARY RANGE: CL 29/1 – CL 29/61 (\$66,755 - \$108,538)
STARTING SALARY Dependent on Qualifications
OPENING DATE: Monday, January 26, 2015
CLOSING DATE: Monday, February 16, 2015 @ 3pm CST

The Human Resources Administrator is located in the consolidated administrative services department which supports the district court clerk's office, chambers, probation and pretrial services, including law enforcement and non-law enforcement positions. The incumbent oversees and administers the professional, technical, and administrative work related to various human resources programs on a district-wide basis. This position provides leadership, coordination, and guidance to assure compliance with human resources guidelines, policies, and internal controls. The incumbent makes human resources recommendations to multiple court unit executives which can affect all areas of court operations.

DUTIES AND RESPONSIBILITIES

- Develop and administer a recruitment program which produces a broad pool of qualified candidates and incumbents, enabling the court unit to meet its staffing goals and needs. Prepare position descriptions and announcements. Attend job fairs in surrounding areas for the purposes of recruitment.
- Develop and administer recurring staffing plans for multiple court units with varying needs and priorities. Perform analyses using various personnel scenarios for each unit and conduct modeling based on those scenarios. Make recommendations to each unit's management regarding staffing. Provide advice on organizational structures and classification standards and guide management on staffing and other human resources related proposed changes.
- Develop and administer a fair and comprehensive performance management program reflective of each court unit's philosophy and culture to include developing performance standards, rating criteria, tracking appraisals, and training of staff. Provide advice and guidance throughout the performance management process, as needed.
- Recommend, formulate, implement, and administer a full range of human resources policies, procedures, and standards for multiple court units with varying needs, priorities, and cultures.
- Advise judges, chambers staff, unit executives, managers, and employees on human resources matters, procedures, and practices. Develop strategies to influence authorities and

facilitate discussions regarding human resources issues. Provide advice to management on employee relations, disciplinary actions, performance management, staffing and compensation, benefits, and other related issues.

- Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures for multiple court units.
- Manage the judiciary benefits program for the court, ensuring all information is current, communicated timely, and employee inquiries are handled accurately and promptly.
- Develop and maintain fair employment policies and practices. Coordinate the court's Employee Dispute Resolution Plan and Adverse Action Plan and serve as the EDR Coordinator for each court unit. Identify and recommend appropriate responses to issues, disputes, and adverse action matters.
- Identify training requirements, develop materials, and implement programs in human resources related areas, such as: retirement, HRMIS, recruitment, employee relations, performance management, and Code of Conduct.

PREFERRED QUALIFICATIONS

Required Education: A bachelor's degree from an accredited college or university in a human resources or related field is required. A master's degree in a related field is preferred.

Required Experience: Two years of 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.

Candidates must possess the following qualities:

- Relevant experience in human resources
- Strong leadership and organizational skills along with the ability to handle multiple priorities
- Data entry skills with a strong attention to detail, precision, and follow-through
- Excellent writing, editing, and proofreading skills
- Strong sense of accountability
- Ensure that confidentiality is maintained for both verbal and written information
- Outstanding interpersonal skills and a team player attitude
- Demonstrate skill in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions
- Proficient with automated computer applications

ADDITIONAL INFORMATION

- Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).

- Applicant must be a U. S. Citizen or be eligible to work in the United States.
- Position is subject to a background check or investigation and subsequent favorable suitability determination.

BENEFITS

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in a flexible benefit program.

APPLICATION PROCEDURES

Persons interested in this position should submit a cover letter, resume, and Application for Judicial Branch Federal Employment (AO-78), available at <http://www.sdd.uscourts.gov/>, to the following individual:

Kim_Gullickson@sdd.uscourts.gov

The hiring process is as follows:

- Step 1 - All applications will be reviewed
- Step 2 - Selected candidates will be invited to complete a written exercise
- Step 3 - Selected candidates from Step 2 will be invited to participate in a personal interview
- Step 4 – Selected candidates from Step 3 may be invited for a second personal interview

Questions about the application procedures can be directed to Kim Gullickson at 605-977-8957.

Each applicant will be required to underwrite his or her travel expenses to and from the interview site.

**U.S. DISTRICT COURT FOR THE DISTRICT OF SOUTH DAKOTA
IS AN EQUAL OPPORTUNITY EMPLOYER**