

Career Opportunity

HUMAN RESOURCES ADMINISTRATOR

DISTRICT OF SOUTH DAKOTA



ABOUT THE COURT

The U.S. District Court for District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, three senior district judges, and three full-time magistrate judges. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, Timber Lake, and Winner.

ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is accepting applications for the position of Human Resources Administrator to be located in Pierre, Rapid City or Sioux Falls. This position is part of a shared administrative services environment that serves 9 judges and approximately 130 employees.

The Human Resources Administrator provides a full range of human resources services including recruitment, classification, payroll and benefits administration, employee relations, performance management, and implementation of national and local human resources policies and procedures for the employees of the U.S. District Court. The successful applicant will participate as an essential advisor to the management team for the District of South Dakota.

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POSITION DUTIES AND RESPONSIBILITIES

- Anticipate, originate, implement, and manage human resources policies, procedures, and standards for the courts. Research, analyze, develop, and recommend policies, procedures, and standards for multiple court units with different needs, priorities, and cultures.
- Manage the personnel system for each court unit. Provide advice to management on organizational structures and classification standards, and guide management on human resources related changes.
- Develop and maintain fair employment policies and practices.
- Consult with and provide advice to judges, managers, and employees on human resources issues, procedures, and practices, including employee relations, disciplinary actions, performance management, staffing, payroll, cost projections, and related matters.

Vacancy No.: 06-23

Number of Vacancies: 1

Location: Pierre, Rapid City or Sioux Falls

Salary: CL 27-CL 29 (\$55,266 - \$128,064) commensurate with experience

Employment: Permanent, full-time

Closing Date: June 16, 2023

BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)
- Telework opportunities

www.sdd.uscourts.gov



How to Apply

Please submit the following:

- Cover letter that supports your work experience as it relates to this position
- Resume that includes three (3) professional references
- Completed AO 78 Application for Judicial Branch Federal Employment
[Forms | United States Courts](#)
uscourts.gov

All documents must be emailed in PDF format with "Vacancy 06-23" in the subject line to recruitment@sdd.uscourts.gov.

Visit our employment site



www.sdd.uscourts.gov

POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Initiate, recommend, and assist with the development of strategies for use in the development of performance management tools that are consistent with the court's philosophy, and reflect each court unit's culture. Develop performance management tools for each court unit. Develop and classify position descriptions, develop evaluation tools, performance standards, and rating criteria.
- Advise and counsel employees on compensation, benefits, employee assistance programs, career development, retirement, performance management and personnel issues.
- Establish procedures for benefits administration, benefits counseling, recruitment, orientation, classification, personnel action processing, budget, payroll, separations, workers' compensation, and records management for multiple court units and chambers, each with different needs, priorities, and cultures.
- Develop and administer recruitment programs. Develop interview questions, screen, and interview candidates, negotiate salaries, present job offers and assist with new employee orientation.
- Represent the supported courts at the circuit and national levels in the testing, implementation and training of automated systems developed by the Administrative Office of the United States Courts.
- Manage automated systems for human resources activities locally.
- Advise court unit executives, managers, and staff on leave administration, leave policies and tracking issues in adherence to local leave policies and procedures, as well as those outlined in the *Guide to Judiciary Policy*.
- Assess training needs for employees and respond to training requests identified by managers.
- Develop and present internal training programs for employees, which may include researching potential training topics, planning, designing, and evaluating learning programs.
- Quarterly travel to divisional office is required.

QUALIFICATION REQUIREMENTS

The successful applicant should be a highly motivated self-starter, mature, organized, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. Applicants must have the ability to meet 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.



SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Applicants selected for interview(s) must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the person selected for this position will be required to undergo an FBI background check and investigation. Employment is considered provisional until the background check is successfully completed. Employees are subject to updated background investigations every five years.

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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.

PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity in fulfilling the district's vision, mission, values, and strategic plan.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion.
- Ability to promote and maintain a positive work environment which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States
- Judiciary employees must adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States District Court are hired under excepted appointments and are considered "at will" employees.
- This position is subject to mandatory electronic funds transfer participation of net pay (direct deposit).
- The U.S. District Court reserves the right to amend or withdraw any vacancy announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court has the right to select a candidate from the applicant pool of the original vacancy announcement.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER
AND COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT**

JUDICIARY BENEFIT DETAILS

Employer Contributions

- o FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- o Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- o Optional TSP catch-up contribution for employees age 50+
- o Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match
- o TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- o Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- o On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage
 - Over 20 different FEHB plan options available with varying deductible and co-pay limits.
- o Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- o Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week

Time Off

- o Annual leave
 - 0-3 years of service accrue 4 hours/pay period
 - 3-15 years of service accrue 6 hours/pay period
 - 15+ years of service accrue 8 hours/pay period
- o Sick leave: accrue of 4 hours/pay period with no limit cap
- o Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- o Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- o Bereavement Parental Leave: up to 2 weeks paid for loss of child
- o Compensation time earned based upon employee classification level
- o Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- o Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

Other Judiciary Benefits

- o 10 different vision insurance plans
- o 16 different dental insurance plans
- o Flexible benefit health care reimbursement
- o Flexible benefit dependent care reimbursement
- o Paid employee parking
- o Supplemental life insurance for spouse and children
- o Accidental Death & Dismemberment (AD&D) insurance coverage
- o Long-term care insurance
- o Disability insurance
- o Disability retirement (eligibility conditions apply)
- o Professional Liability insurance reimbursement
- o Employee referral bonus
- o Flexible scheduling/telework opportunities (eligibility conditions apply)
- o National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- o Hotel discounts via FedRooms.gov
- o Continuing education and local/national training and informational opportunities:
 - Judiciary Online University virtual learning + monthly benefit webinars

In Retirement

- o Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- o If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- o Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- o TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- o Optional continuation of life insurance coverage (eligibility conditions apply)
- o Fully paid out unused annual leave hours
- o Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

See the [Total Compensation Estimator](#) to see how the judiciary contributes to the benefits of every employee.