



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**

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CAROL L. MICHEL  
CLERK OF COURT

VERONICA RAMIREZ  
CHIEF PROBATION OFFICER

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** HUMAN RESOURCES ADMINISTRATOR

**POSITION LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 21-DSC-09

**OPENING DATE:** 09/27/2021

**CLOSING DATE:** APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON **TUESDAY, OCTOBER 12, 2021** AT 5:00 PM CENTRAL STANDARD TIME WILL BE CONSIDERED FOR FIRST REVIEW, OR UNTIL FILLED.

**JOB CLASSIFICATION/GRADE:** CL-28

**SALARY RANGE:** \$61,988 - \$100,739 (SALARY DEPENDS ON QUALIFICATIONS AND EXPERIENCE)

**AREA OF CONSIDERATION:** OPEN TO ALL QUALIFIED INDIVIDUALS

**POSITION OVERVIEW**

The United States District Court and United States Probation Office for the Eastern District of Louisiana are seeking qualified applicants for the position of Human Resources Administrator. The Human Resources Administrator performs and coordinates administrative, technical, and professional work related to human resources programs for approximately 200 employees of the district court and probation office. The Human Resources Administrator supports judicial officers and their respective chambers staff, clerk's office staff, and probation office staff, including law enforcement officers. The position reports directly to the Administrative Services Manager in Shared Administrative Services (SAS).

**REPRESENTATIVE DUTIES:**

- Formulate, implement, and administer the full range of human resources policies, procedures, and standards for multiple court units with varying needs and priorities. Review, research, analyze, develop, and recommend human resources policies for the court units supported.
- 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.

- Research, review, and analyze data and information on employment practices, staffing, and other statistical data. Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to court unit executives.
- Assist with developing and reviewing 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 and budgetary impact. Provide advice on organizational structures and classification standards and guide management on staffing and other human resources related proposed changes.
- Conduct job analyses and make appropriate recommendations to court unit executives.
- Coordinate with managers and unit executives for each unit on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist unit executives in the development of performance management plans and compensation strategies. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Advise unit executives, managers, judges, chambers staff, and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits, and related issues. Participate in management meetings for each unit as necessary.
- Advise unit executives, judges, and managers on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Prepare and conduct training in HR related areas such as benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.
- Develop and maintain fair employment policies and practices (FEP). Maintain and compile accurate data on these programs and prepare year-end reports. Assist with grievance and adverse action procedures.
- Perform duties related to benefits administration, recruitment, classification, staffing, budget, payroll, workers compensation, personnel action processing, records maintenance, etc., for multiple court units and chambers with varying needs and priorities. Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, performance management, etc.
- Demonstrate a high level of integrity, sound ethics and good judgment at all times.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A candidate must possess two years of specialized experience (as defined below) or completion of a master's degree or two years of graduate study in an accredited university in business or public administration, or other field of study closely related to human resources management.

***Specialized experience*** is progressively responsible experience that provided an opportunity to acquire a thorough knowledge of the concepts, principles, policies, practices, and theories in one but preferably two or more functional areas of human resources management (e.g., staffing, training, employee relations, recruitment, etc.).

## **PREFERRED QUALIFICATIONS AND/OR EXPERIENCE:**

In addition to the minimum qualifications, preference will be given to candidates who also possess any of the following:

- Human Resources experience with the federal judiciary or another federal government agency;
- A bachelor's degree or master's degree in a field closely related to human resources management;
- Society of Human Resources Management (SHRM), Professional Human Resources (PHR), or Senior Professional Human Resources (SPHR) Certification;
- Experience demonstrating strong leadership skills and maturity in a position of substantial responsibility.

Additionally, a successful candidate must possess strong organizational, analytical, and verbal and written communication skills and must always display a professional demeanor. A candidate must have the ability to communicate information accurately and in a timely manner to individuals within and outside the judiciary. A candidate must also possess unquestioned integrity, exercise mature and decisive judgment, lead by example, be very well organized and analytical, be adaptable to the cultures of each court unit, and be able to handle matters discreetly and confidentially.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of procedures and practices as they relate to human resources management and personnel processing for all court units and judicial chambers. Extensive knowledge of judiciary human resources policies, processes, reports, and relevant guidelines applicable to each unit. Thorough knowledge of national regulations and changes impacting each unit's policies, procedures, and fair employment practices. Broad knowledge of recruitment and staffing, classification, compensation, benefits, performance management, adverse action procedures, and equal employment opportunity. Knowledge of reporting requirements for human resources reports, paperwork, transactions, and data. Skill in making recommendations for solving human resources management issues and problems. Ability to understand the differences among each court unit's mission, procedures, and policies.
- Extensive knowledge of training resources, training policies, adult learning theories, career development theories, and needs assessment techniques. Skill in developing and presenting training programs.
- Skill in researching, analyzing, and developing human resources programs and local policies for multiple court units with varying needs and priorities. Skill in evaluating and analyzing organizational structures, staffing needs, and recruiting qualified candidates for all jobs in the court units. Skill in evaluating operational or administrative matters, developing recommendations, and addressing issues identified.

## **BENEFITS:**

Employees of the United States District Court are "at-will" employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same [benefits](#) as other federal government employees. Some of the [benefits](#) are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits programs for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

\*\*\*\*\*Eligibility for benefits varies with part-time and/or temporary appointments\*\*\*\*\*

### **ADDITIONAL INFORMATION:**

The Office of the Clerk provides clerical support, record keeping, and administrative services to the U.S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short- and long- range opportunities for those interested in a service career with the United States Courts.

The U.S. Probation Office provides assistance in the administration of justice and promotes community safety, gathers information, supervises people under supervision, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court.

The Eastern District of Louisiana strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff who promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

### **HOW TO APPLY:**

Applicants must be citizens of the United States or be authorized to work in the United States. (See [Citizenship Requirements](#)).

Qualified applicants should submit **one PDF document** that contains:

- A completed [AO 078 Federal Judicial Branch Application For Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail.

**All application materials must be submitted ELECTRONICALLY, no exceptions, to:**

**[HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov)**

### **DISCLOSURES:**

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. We appreciate your interest in employment with our district.

*The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer*