

**United States District Court
Eastern District Of Virginia
United States Probation Office**

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**POSITION VACANCY ANNOUNCEMENT
#16-005N**

POSITION:	Human Resources Specialist
OPENING DATE:	April 15, 2016
CLOSING DATE:	Open Until Filled
LOCATION:	Norfolk, Virginia
CLASSIFICATION:	CL 27/28
SALARY RANGE:	\$47,390 (CL 27, Step 1) to \$92,336 (CL 28, Step 61)
AREA OF CONSIDERATION:	All Sources
APPOINTMENT TYPE:	Excepted Service

The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs, supporting a law enforcement and non-law enforcement staff of 150 or more. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls related to human resources management. The Human Resources Specialist researches, performs workforce analyses, and conducts audits on data, trends, and work productivity to develop a variety of organizational, statistical, budgetary, and operational reports. The incumbent makes strategic recommendations on staffing, organizational structure, hiring practices, and human resource policies and procedures in alignment with and support of the Probation Office's mission.

In addition, the incumbent:

- Performs duties related to benefits administration, recruitment, classification, staffing budget, payroll, workers compensation, personnel action processing, records maintenance, and performance management.
- Maintains local personnel files, including payroll, leave records, and other accountable documents for audit purposes.
- Administers leave and time & attendance, ensuring compliance with judiciary leave policies and procedures.
- Prepares and conducts training in HR related areas such as benefits and performance management.

REQUIRED COMPETENCIES (knowledge, skills, and abilities):

Human Resources

- Skill in strategic planning for short-term and long-term human resources initiatives and projects in support of the Probation Office's mission.

- Skill in evaluating and analyzing operational functions and staffing trends in order to make recommendations on organizational structure and other human resources solutions to improve effectiveness and efficiency of operations within budgetary allowances.
- Skill in researching, analyzing, and developing human resources programs and local policies.
- Extensive knowledge of recruitment and staffing, classification and compensation, benefits, performance management, adverse action procedures, and equal employment opportunity.
- Ability to learn and convey new material to individuals and groups. Skill in creatively presenting ideas and information.
- Skill in organizing and performing administrative tasks related to human resources programs such as leave administration, benefits, and performance management.

Judgment and Ethics

- Ability to consistently demonstrate sound ethics and judgment and show ethical leadership. Understanding the importance of the confidentiality of issues is inherent to the job and maintaining a professional demeanor at all times is required.

Written and Oral Communication/Interaction

- The ability to communicate effectively both verbally and in writing is critical. Excellent interpersonal and organizational skills, which include the ability to manage multiple tasks and stringent deadlines, are essential. Ability to interact effectively and appropriately with others, provide customer service, and resolve difficulties while complying with regulations, procedures, and court confidentiality requirements.

Information Technology

- Skill in the use of a variety of automated equipment and applications, including word processing, spreadsheet, and database applications.

MINIMUM QUALIFICATIONS:

To qualify for Classification 27, the incumbent must have two years of specialized experience, including

at least one year equivalent to work at CL-25;

Or

A bachelor's degree from an accredited college or university AND one of the following requirements:

1. A GPA equaling 2.90 or better;
2. Standing in the upper third of the class;
3. 3.5 GPA in the field of Human Resources or other closely related field;
4. Or election to membership in a National Honorary Scholastic Society meeting the minimum requirements of the Association of College Honor Societies

Or

Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in Human Resources or other closely related field.

To qualify for Classification 28, the incumbent must have two years of specialized experience, including

at least one year equivalent to work at CL-27

Or

Completion of a master's degree or two year of graduate study (36 semester or 54 quarter hours) in an accredited university in Human Resources or other closely related field.

Specialized experience includes progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (e.g., classification, staffing, training, employee relations) that provided knowledge of the rules, regulations, and terminology of the area of human resources administration.

PREFERRED QUALIFICATIONS: Master's in Human Resources Management or related field; PHR and/or SHRM-CP accreditation.

BENEFITS: Benefits include paid vacation based on federal years of service, paid holidays, sick leave, health and life insurance plans, long-term care insurance, Flexible Benefits Program, Federal Employees Retirement System, and Thrift Savings Plan.

CONDITIONS OF EMPLOYMENT: Applicants must be U.S. citizens or eligible to work in the United States. The selected candidate will be subject to a background investigation and subsequent favorable suitability determination as a condition of employment. Selectees to high-sensitive positions such as this are subject to updated background investigations every five years. All employees of the Judiciary are "at will" employees in the excepted service. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Direct deposit of federal wages for court employees is required.

APPLICATION PROCESS:

Applicants must submit a cover letter, which addresses their knowledge, skills, and abilities as they apply to this position, a completed AO-78, Application for Employment, and a resume to:

VAEP_Jobs@vaep.uscourts.gov

Application packages received by April 30, 2016, will be given first consideration.

Applicants who submit incomplete packages may not be considered. The AO-78 may be obtained online at <http://www.vaep.uscourts.gov/Employment.aspx>.

The U.S. Probation Office 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.

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