



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	June 12, 2017	Grade Range:	CL 25-01 to CL 27-61
Job Announcement No.:	2017-20	Salary Range:	\$43,874 to \$86,290
No. of Vacancies:	One	Closing Date:	June 26, 2017
Position Title:	Human Resources Specialist		

The United States District Court, Northern District of Illinois is now accepting applications for a Human Resources Specialist. This is an excellent opportunity for an individual with strong interpersonal skills and attention to detail. Serious consideration will be given to those who submit a cover letter, resume and application.

POSITION OVERVIEW

This position is located within the United States District Court for the Northern District of Illinois Clerk's Office in Chicago, Illinois. The Human Resources Specialist provides a variety of human resources services to the Court and reports directly to the Human Resources Officer.

POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities will vary in progression dependent upon the selected candidate's current knowledge, skills and abilities. The duties will include:

- Assisting the Human Resources Officer with administration of human resources programs and researching/developing personnel procedures for the Court.
- Providing information and guidance to judges, managers and Court staff regarding human resources matters.
- Assisting with monitoring and maintaining the Court's Human Resources Manual and recommending policy changes as appropriate.
- Preparing vacancy announcements, position descriptions and ensuring positions are advertised according to the needs of the Court and in compliance with EEO guidelines.
- Reviewing applications and determining if applicants meet minimum qualification requirements.
- Coordinating and administering interviews, reference checks and testing for applicants as necessary.
- Processing notification letters for all interviewed applicants that were not selected for the position.
- Coordinating and conducting new-hire orientations for new Clerk's Office and chambers staff.
- Monitoring and ensuring that all staffing and payroll actions are processed in a timely and correct manner.
- Processing human resources and payroll actions such as appointments, promotions, separations, terminations, within-grade increases and changes to employee benefits. Verify payroll changes and adjustments for accuracy.
- Establishing and maintaining a variety of human resources-related files, including individual human resources records, recruitment files, leave records, performance evaluations and standard forms for human resources and payroll matters.
- Performing reception duties by greeting visitors/callers in-person and on the telephone, answering routine questions, providing assistance to the staff of the Court units and the public as authorized, and

receiving/screening/routing mail to appropriate persons/offices while maintaining the confidentiality of all matters.

- Assisting in the administration of the employee recognition program and the transit check program.
- Assisting with benefit program coordination and providing assistance to all U.S. District Court judges and Clerk's Office staff in the federal benefits areas, including health and life insurance, Thrift Savings Plan, and retirement programs (CSRS and FERS).
- Ensuring accuracy of employee leave in HRMIS Leave Tracking. Advising managers and staff on leave administration and tracking matters to ensure compliance with local and national policy and procedures.
- Managing employees in non-pay status and notifying the Administrative Office of any leave without pay hours.
- Monitoring and administering the Court's performance management plan by ensuring that performance appraisals are completed as prescribed.
- Managing the background check and fingerprinting program for both new employees and contractors.
- Processing credentials for new employees through the issuance of a Facility Access Card (FAC). Ensuring compliance with FAC guidelines and department procedures while maintaining all FAC related documents.
- Encouraging teamwork and presenting a positive image of the Court.
- Performing a variety of other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Must have two-years of progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and processes for accomplishing the work of HR, the ability to analyze problems and assess the implications of the solutions, the ability to communicate effectively both verbally and in writing, and the capacity to employ the knowledge, skills and abilities in the resolution of issues. The incumbent must be able to handle confidential matters professionally. College degree is preferable.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at the CL 25, applicants must have one year of specialized experience equivalent to work at the CL 23 level. To qualify at the CL 27, applicants must have two years of specialized experience with one year equivalent to work at the CL 25 level. Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for the experience necessary for placement at CL-26 or CL-27, if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.

Specialized experience is: 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.

EMPLOYEE BENEFITS

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

10 Paid Federal Holidays

13 Days Paid Vacation (per year for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

13 Days Paid Sick Leave

Medical, Dental, Vision Coverage

Life Insurance

Thrift Savings Plan with matching funds (401k & Roth 401k style)

Participation in Federal Employees Retirement System (FERS-FRAE)

Health, Dependent, & Parking Reimbursement Programs

Public Transit Subsidy Program

Long-Term Care Insurance

Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees.

Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate.

A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANT

Serious consideration will be given to those who provide a cover letter, resume, and application. The application can be found on the U.S. District Court, Northern District of Illinois website at: [ILND Employment Application](#).

Please send your cover letter, resume, and application in a single pdf to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Monday, June 26, 2017.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.