



## *Notice of Career Opportunity*



### *U.S. Probation and Pretrial Services Office Western District of Pennsylvania*

**Position Title:** Human Resources Administrator  
**Vacancy Number:** 21-10  
**Opening Date:** May 17, 2021  
**Closing Date:** Open until filled  
**Duty Stations:** Pittsburgh, PA  
**Salary Range:** CL 27 - CL28 (\$53,248 - \$103,736) PIT  
Starting salary depending on qualifications and experience

Promotion potential for a CL 27 to CL 28 at the discretion of the Chief U.S. Probation Officer without further competition.

**First consideration given to applications received by May 28, 2021 at 5 p.m. EST.**

#### **Probation and Pretrial Services Office**

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 70 employees including probation officers and administrative support positions. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, with divisional offices located in Erie and Johnstown.

#### **Mission Statement**

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

#### **Representative Duties**

- Formulates, implements, and administers human resources policies, procedures, and standards. Reviews, researches, develops, and recommends human resources policies for the court units. Creates and maintains fair employment policies and practices and may serve as an employment dispute resolution coordinator. Provides advice on organizational structures and classification standards. Advises executives, senior manager, and court staff on human resources matters, procedures and practices.
- Conducts job analyses. Develops and updates position descriptions. Creates postings of job vacancies. Develops and maintains all recruitment related records, including position announcements, interview information and applicant demographic statistics, and recruitment files. Determines and uses best methods to source applicants. Ensures that hiring and promotion practices comply with equal employment opportunity guidelines.
- Coordinates and conducts new-hire orientation for new employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Administers the performance management system and employee recognition program. Assists with

grievance and adverse action procedures.

- Manages background check and fingerprinting program by verifying applicant employment, checking references, taking employee fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining record keeping systems. Manage badge, credential, and ID inventory control and certification files.
- Develops, coordinates, and facilitates technical training for new and existing employees on a wide variety of human resources related automated systems.
- Coordinates, delivers, and evaluates training programs, including those developed in-house and developed by outside vendors. May arrange professional training credit opportunities for staff. Drafts manuals, handbooks, job aides, web content, and other training materials.
- Performs duties related to benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, records maintenance, performance management, etc.
- Other duties as assigned.

## **Qualifications**

### **Minimum Qualifications:**

To be eligible for appointment at CL 27, a candidate must possess a minimum of two years of specialized experience (as described below) including at least one year equivalent to work at a CL 25; or completion of a bachelor's degree with superior academic achievement (an overall GPA of 2.9 or better, or a GPA of 3.5 in major), or at least one academic year of graduate study (18 semester or 27 quarter hours), from an accredited college or university in human resources management or a related field of study. To be eligible for appointment at CL 28, a candidate must possess a minimum of two years of specialized experience including at least one year equivalent to work at a CL 27; or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in human resources management or a related field of study.

A successful candidate must also be professional, responsible, organized and meticulous, and possess strong analytical skills, discretion, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.

Specialized experience is progressively responsible experience and demonstrated ability in the area of human resources administration that provides extensive knowledge of the related rules, regulations, and terminology. Qualifying specialized experience is that which demonstrates knowledge, skills, and ability in areas of recruitment and staffing, classification and compensation, benefits, performance management, payroll, and employee relations.

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

- Five plus years human resources experience as an HR generalist supporting 100+ employees;
- Human resources experience with the federal judiciary, federal government, or law enforcement agency;
- Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) certification;
- A master's degree in human resources or related field;
- Proficiency with PeopleSoft; and/or
- Experience tracking and analyzing personnel costs for senior management.

## **Benefits**

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long term care and long term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

## **How to Apply**

Applicants who meet all qualifications must submit the following items in PDF format online at:

<https://www.pawp.uscourts.gov/careers>

Reference Job Posting 21-10

- Letter of interest
- Detailed resume including education, previous employment, and salary history
- Your two most recent performance evaluations
- Application for Judicial Employment (AO78)

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets will not be considered. Applications received after closing date may not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

## **Disclosures**

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a current candidate from the original qualified applicant pool.
- Qualified applicants selected may be administered a written test.
- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses is not authorized.
- A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- Only the most qualified individuals will be invited for a personal interview. No phone calls please. Due to the expected high volume of applications, U.S. Probation cannot respond to inquiries.