

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

**Position: Human Resources
Manager**

Announcement Number: 2022-13

Location: Tyler, Texas

Salary Range:

CL 28 (\$63,467 - \$103,208)

CL 29 (\$75,493 - \$122,693)

CL 30 (\$89,210 - \$144,986)

depending on qualifications



U.S. District Court, TXED
Human Resources
211 W. Ferguson Street
Tyler, Texas 75702
Opening Date: May 2, 2022
Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a motivated and experienced individual to serve as a **Human Resources Manager**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW:

The Human Resources Manager reports directly to the Clerk of Court and is responsible for overseeing human resources activities for the District Court and Clerk's Office. The Human Resources Manager is a working manager capable of performing and advising on all human resources matters, procedures, and practices. Additionally, the Human Resources Manager directs staff who are responsible for completing human resources work timely and in compliance with appropriate guidelines, policies, regulations, and approved internal controls.

PRIMARY DUTIES:

- Oversee and manage human resources activities for the court, including appointments, promotions and separations of court members, leave and payroll, benefits, retirement administration, recruitment, and performance management.
- Provide information and guidance pertaining to human resources for judges and court staff.
- Lead, develop, and mentor human resources staff, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the department. Establish work procedures, conduct staff meetings, provide information and delegate work fairly and consistently. Oversee work products and processes and provide guidance as required. Ensure employees receive process and procedural systems training.
- Research, draft, recommend, and update human resources policies. Identify department functions requiring improvement and implement appropriate best practices. Organize departmental work processes to optimize the use of court resources.

- Administer human resources management information system (HRMIS) and ensure personnel action processing and records maintenance are accomplished accurately, according to policy, and meet established deadlines. Ensure actions submitted through HRMIS are documented prior to submission.
- Ensure timely completion of annual fair employment practices information and serve as an employment dispute resolution coordinator. Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, procurement procedures, policies, and practices.
- Abide by the *Code of Conduct for Judicial Employees*. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Coordinate human resources functions as they relate to the court's budget to meet organizational needs and requirements. Determine and recommend potential salary offers in compliance with Judiciary policies and guidelines. Develop and classify position descriptions and vacancy notices.
- Provide effective quality control to maintain accurate documentation, statistics, and employee records. Use statistical reports to monitor human resources activities and status and take appropriate action.
- Communicate clearly and effectively, both orally and in writing, to explain complex and sensitive human resources concepts to individuals and groups with varying experience and backgrounds. Interact with judges, staff, and federal agencies to provide exceptional customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Develop, manage, and administer a recruitment program which produces a broad pool of qualified candidates and incumbents for the court to meet staffing goals and needs. Recommend and implement effective recruitment sources, strategies, and initiatives and program enhancements as appropriate.
- Provide advice, assistance and recommendations to judges, Clerk of Court, and managers as necessary to achieve appropriate performances standards and goals.
- Manage facility access badge credentials and issuances.
- Manage the judiciary benefits program for the court, ensuring all information is current, communicated timely, and staff inquiries are handled accurately and promptly.
- Work collaboratively with department managers and deputies in charge to advance organizational goals and objectives.

QUALIFICATIONS:

- A bachelor's degree from an accredited college or university in human resources or a related field is required. A master's degree is preferred but not required. Significant experience in human resources management may be substituted for a bachelor's and/or master's degree.
- The ideal candidate will have five or more years' experience successfully managing team members in a related field.
- Must be customer service-oriented, self-motivated, professional, and demonstrate excellent communication and interpersonal skills.
- Ability to exercise sound ethics and mature judgment and interact professionally and tactfully with a wide variety of persons. Ability to maintain strict confidentiality, protect sensitive information, and exercise discretion.
- Highly organized individual. Ability to be flexible and adapt to unanticipated needs and challenges and to manage multiple tasks, projects, and priorities, often with deadlines.

- Demonstrated ability to exhibit the judgment and temperament required of an officer of the judiciary, as indicated by integrity, trustworthiness, and character.
- Excellent analytical, problem solving, critical thinking and research skills. Accuracy and attention to detail is essential.
- Occasional district wide travel as needed.
- Proficient in using technology, including the use of various software programs and applications. Must be experienced with Adobe Acrobat and Microsoft Office including Word and Excel.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, the Federal Employees’ Health Benefits Program, Federal Employees’ Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov/>. All documents should be submitted as a **single pdf** with the reference number (2022-13 Human Resources Manager) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and

knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.