

UNITED STATES DISTRICT COURT

Western District of Kentucky
Announcement Number 18-03



POSITION: Human Resources Generalist

LOCATION: Louisville, Kentucky

STARTING SALARY: CL 26 – CL 27 (\$43,840 - \$78,270)
Depending upon qualifications
Promotion Potential to CL 27 if hired at CL 26

CLOSING DATE: October 27, 2017 by 5:00 pm EST
No late applications accepted

POSITION OVERVIEW:

This position is located in the Clerk's Office of the United States District Court in Louisville, Kentucky. The court also maintains staffed offices in Bowling Green, Owensboro and Paducah. The Human Resources Generalist provides HR services for 5 judges, 4 magistrate judges and approximately 70 Clerk's Office and chambers staff throughout the district. The position will also perform various administrative functions.

REPRESENTATIVE DUTIES:

- Process a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and changes to employee benefits. Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner.
- Reconcile bi-weekly payroll, create budget projections, and collaborate with the clerk and budget manager regarding personnel cost.
- Conduct assigned recruitment efforts, such preparing and posting vacancy announcements, coordinating interviews, ensuring that interviewers follow hiring guidelines, and participating in interviews as needed.
- Maintain statistics for annual Fair Employment Practices System and Telework reports.
- Administer background checks and investigations, take employee fingerprints, and issue identification cards.
- Assist in researching, developing, and recommending human resources related procedures or policies for the court.
- Assist with creating and classifying position descriptions.
- Ensure accuracy of personnel information in HRMIS and leave tracking program.
- Administer benefits program, including maintaining and distributing materials, processing forms, addressing routine questions and resolving benefits issues.
- Assist and advise new and existing employees on payroll information, personnel policies and procedures, and benefit options.
- Assist with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.)

- Procure supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing contracts. Plan and coordinate time and delivery of purchases.
- Coordinate arranging of interpreters as needed for court proceedings.
- Receive goods and services in financial management system.
- Serve as Reconciliation Clerk.
- Perform other duties as assigned

QUALIFICATIONS:

Qualified applicant will have a bachelor's degree from an accredited college or university in a related field. The candidate must possess a minimum of two years of progressively responsible experience and demonstrated knowledge, skills and ability in human resources administration, including recruitment and staffing, classification and compensation, benefits, performance management, payroll and employee relations, that required knowledge of the related rules, regulations and terminology to successfully perform the duties of the position.

Candidate must also demonstrate:

- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing;
- Ability to demonstrate sound judgment and maintain confidentiality
- Ability to work effectively with a wide variety of people;
- Excellent organizational skills and strong attention to detail;
- Ability to manage multiple tasks and respond to requests on short notice.

BENEFITS:

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employees Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional Long-Term Care Insurance
- Credit for prior federal government service
- On site fitness center and health unit

INFORMATION FOR APPLICANTS:

- This position is regular and full-time.
- Applicant must be a US Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.

- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.
- Occasional travel within the district may be required.

HOW TO APPLY:

Submit cover letter describing relevant experience, resume, and three references to:

Careers@kywd.uscourts.gov

Email documents MUST be PDF format for acceptance.

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER