



UNITED STATES BANKRUPTCY COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS

ANNOUNCEMENT NUMBER 2023-01

Position: Human Resources Administrator

Salary Range: CL 27 (\$55,266 - \$89,867)
Commensurate with qualifications and prior experience
Promotion opportunity to CL 28 (\$66,250 - \$107,701) without further competition

Location: Springfield, Illinois

Date Posted: March 8, 2023

Closing Date: Open Until Filled

POSITION OVERVIEW:

The Human Resources Administrator provides supervision, training, leadership, coordination, and guidance to assure compliance with human resources guidelines, policies, and internal controls. The incumbent makes human resources recommendations to the Clerk, Chief Deputy Clerk, and managers which can affect all areas of court operations. The Human Resources Administrator reports directly to the Chief Deputy Clerk.

REPRESENTATIVE DUTIES:

- Anticipate, originate, implement, and manage human resources policies, procedures, and standards for the court. Research, analyze, develop, and recommend policies, procedures, and standards while adhering to diversity in consideration of different needs, priorities, and cultures.
- Develop strategic budget planning recommendations to identify existing and potential staffing scenarios. Reconcile bi-weekly payroll. Consult with and make staffing recommendations to each department's management. Provide advice on organizational structures and classification standards, and guide management on Human Resources related changes.
- Initiate, recommend, and assist with the development of strategies for use in the development of performance management tools for the court that are consistent with the court's philosophy and culture. Develop and classify position descriptions, develop evaluation tools, performance standards, and rating criteria. Advise the Clerk, Chief Deputy Clerk, managers, and teams on the

evaluation of staff performance throughout the year. Provide oversight of a tracking system for evaluations and salary increases.

- Direct human resources staff in day-to-day responsibilities and advise on non-routine questions. Ensure a consistent human resources message and response to questions and problems raised by management and staff.
- Review the Guide to Judiciary Policy and the Human Resources Manual to confirm adherence to human resources practices. Develop and update the court's internal controls policies and procedures, and verify compliance.
- Consult with and provide advice to judges, managers, and employees on human resources issues, procedures, and practices, including employee relations, disciplinary actions, performance management, staffing and related matters.
- Develop strategies to influence authorities and facilitate discussions regarding human resources issues. Work with management to anticipate and address potential employee relations issues. Develop and maintain fair employment policies and practices. Coordinate the court's Employee Dispute Resolution Plan. Identify and recommend appropriate responses to issues, disputes, and adverse action matters.
- Establish court procedures for benefits administration, recruitment, orientation, classification, personnel action processing, budget, payroll, separations, workers' compensation, and records management for the court. Maintain a local human resources procedural manual.
- Provide input towards development of internal training programs for internal customers (employees) which may include researching potential training topics, planning, designing, delivering, and evaluating learning programs. Identify training requirements, develop materials, and implement programs related to areas, such as: retirement, HRMIS leave tracking, recruitment, employee relations, Code of Conduct performance management, and JENIE/JBC, Benefits for Life Programs.
- Ability to interact tactfully with a wide variety of individuals. Skill in facilitating discussions with managers and employees on a wide variety of human resources issues.
- Performs other duties as assigned.

QUALIFICATIONS:

The successful applicant should be a highly motivated self-starter, mature, organized, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. Applicants must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. The applicant must also work effectively in a fast-paced atmosphere dealing with numerous, time-sensitive issues. A bachelor's degree is required and an advanced degree is preferred.

Two years of specialized skills are required. Specialized experience is defined as 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.

BENEFITS:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, eleven paid holidays per year, health insurance, life insurance, dental and vision insurance, Flexible Benefits Program, Long Term Disability Insurance, Thrift Savings Plan, participation in the Federal Employees' Retirement System, flexible work schedule, and a professional work environment.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

HOW TO APPLY:

Qualified candidates should submit all of the following documents in one PDF file to careers@ilcb.uscourts.gov with subject line **2023-01 Human Resources Administrator (your name)**:

1. Letter of interest;
2. Resume;
3. Fully completed AO-78 (Judicial Branch Federal Employment application) which is available from the court's website at www.ilcb.uscourts.gov under *Court Info* → *Employment Opportunities*;
4. Three professional references with contact information.

Please submit all required documents to be considered for this opportunity. An incomplete application package may disqualify an applicant from consideration. Interviews may be conducted remotely when in-person attendance is not feasible. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER