Position Overview:
The United States District Court for the Southern District of California is seeking qualified candidates for the position of Human Resources Supervisor. The Human Resources Supervisor is responsible for the supervision of the Human Resources Department and provides the full range of human resources services and guidance to the Clerk’s Office, Judges and Chambers staff. This position is in the Clerk’s Office and reports to the Chief Deputy of Administration.

Representative Duties:
- Leads and manages the HR department to provide the full range of human resources services including recruitment, classification, payroll and benefits administration, leave administration, employee relations, performance management, and implementation of national and local human resources policies and procedures.
- Advises executive management, supervisors, judges and chambers staff on human resources matters and application of relevant policies and procedures.
- Ensures technical knowledge is current and answers questions on human resources procedures, policies, and directives. Reviews policies and procedures for updates or improvements to processes or workflows. Obtains needed information or decisions from executive management or seeks clarification on judiciary policies from the Administrative Office.
- Provides support and guidance to judges on chambers staffing and externs. Performs research and works closely with the Administrative Office’s Judges Division to ensure requests are handled properly.
- Conducts recruitment and selection activities, which include preparing position descriptions, vacancy announcements and ensuring proper classifications and approvals. Researches and identifies recruitment resources to ensure diverse and qualified applicant pools. Implements a comprehensive onboarding and orientation program and ensures that hiring, background check, and promotion practices comply with local, judiciary and federal policies.
- Serves as benefits coordinator and provides guidance and assistance to Judges, Clerk’s Office and chambers staff in all areas of federal benefits administration. Remains current on new legislation regarding benefits and coordinates yearly open enrollment information and fairs. Advises and assists in Reasonable Accommodation and Workers’ Compensation matters.
- Manages the time and attendance reporting system for Clerk’s Office and chambers staff. Advises management and employees on leave administration and policies, including paid parental leave and FMLA. Clarifies applicable regulations and procedures and ensures adherence to local leave policies and procedures, as well as those set out in the Guide to Judiciary Policy and HR Manual.
• Provides information to all levels of staff on grievances, adverse actions, equal employment opportunity and employment dispute resolution policies. Assists in facilitating and navigating sensitive matters with employees, management and judges.
• Administers the Clerk’s Office Performance Management Plan, which includes maintaining the office’s performance appraisal system and ensuring the proper application of step increases and awards.
• Maintains and updates the Clerk’s Office Employee Manual and related office policies to ensure consistency with Clerk’s Office and Judiciary policies and procedures.
• Maintains and develops HR’s intranet site and online presence, regularly posting relevant information and opportunities. Maintains the Court’s HR-related information on public websites and recruitment platforms.
• Monitors and ensures the timely and accurate submission of all personnel and payroll actions such as appointments, promotions, separations, retirements and within-grade increases.
• Develops, arranges, and presents required and optional training programs in areas such as new hire orientations, benefits, professional development and performance management. Secures outside speakers in a particular area of specialization such as security awareness and employee assistance programs.
• Works collaboratively with other Clerk’s Office departments in addressing office needs or on long-term projects. Builds and maintains productive relationships with other judiciary and federal partners.
• Performs biweekly payroll reconciliations, prepares payroll certification reports for executive approval, and routinely updates and reviews payroll data in the Court’s pay projection system. Creates and maintains payroll reports for audit.
• Manages all local human resources records, including payroll, recruitment and background records.
• Prepares and distributes numerous regular and ad hoc statistical reports when requested for the Administrative Office, Ninth Circuit Court of Appeals, Chief Judge, Clerk of Court, and others.
• Performs other duties as assigned.

**Qualification Requirements:**
To qualify for this supervisory position, an applicant must have at least two (2) years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience.

Specialized experience is defined as progressively responsible experience that has provided knowledge and experience of the rules, regulations, practices, and principles in human resources administration and management. Specialized experience should also include progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court involved.

**Preferred Skills and Qualifications:**
• A bachelor’s or graduate degree from an accredited college or university in a field related to this position.
• At least 3 to 5 years of Human Resources experience, preferably in the federal government/public sector.
• Prior supervisory or managerial experience highly preferred.
• Excellent time management skills, the ability to balance competing demands and adapt to unanticipated needs and problems.
• Strong attention to detail with excellent customer service skills.
• Ability to provide leadership in a supportive and encouraging manner.

**Personal Characteristics:**
The successful candidate must be a mature, dedicated, responsible, and poised individual who possesses tact, good judgment, initiative, a strong work ethic, and the ability to work well with judges, chambers staff, Clerk’s
Office staff, outside vendors, and other government agencies. The successful candidate must be trustworthy and possess the ability to maintain strict confidentiality of sensitive information.

**Required Clearances:**
Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. This means that on the AO-78 Application Form, you must complete the “Optional Background Information” section on Page 5.

The selected candidate will also be required to submit to a background investigation which includes fingerprinting and a credit check.

**Benefits:**
Federal court employees are eligible for a full range of benefits that include 13-26 days of annual leave, 13 days of sick leave, 11 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy. For more information about federal court benefits, please visit: [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**How to Apply:**
Qualified candidates must submit a cover letter, resume, a minimum of three references with contact information, and the AO-78 Application Form (available for download in the application portal). All application materials must be submitted at [CASD HR Application Portal](http://casd.uscourts.gov). More information on career opportunities may also be found at [www.casd.uscourts.gov](http://www.casd.uscourts.gov).

*Preference will be given to applicants who submit application materials before 4:30pm, Monday, July 24, 2023.*
Information for Applicants

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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER