

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Human Resources Director

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #18-07

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 29-30(Salary \$77,105 - \$148,119/year), depending on experience

OPENS: July 12, 2018 **CLOSES:** Open Until Filled

The U.S. District Court is currently accepting applications for a full-time Human Resources Director to lead and manage an HR Department providing shared services to all court units of the district court, including all Chambers, the Clerk's Office and Probation & Pretrial Services. The position is based in Boston, but also supports staff in Worcester, Springfield, Lawrence and Taunton.

Boston is the capital and largest city in the state of Massachusetts, officially the Commonwealth of Massachusetts. There are many interesting places in Boston and across the state of Massachusetts. Explore more about [Boston](#) and [Massachusetts](#) to see why many find it an attractive place to live and work.

The Human Resources Director is the senior manager in charge of all human resources matters for the Court providing a full range of human resources management services within the District of Massachusetts.

Representative Duties:

- Supervise professional and support staff involved in Human Resources and Training activities, including establishing standards, delegating and overseeing work, providing feedback and evaluating performance, handling disciplinary actions and recommending new hires and terminations.

- Manage and administer human resources management information systems. Analyze human resources data and create human resources related reports. Ensure that human resources operations district-wide are in compliance with judiciary and local unit policies and procedures.
- Research and provide guidance regarding a wide range of human resources policies, procedures and standards. Develop new and modify existing policies that support the needs and goals of the district.
- Ensure compliance with fair employment practices, manage employee grievances and adverse actions, and provide employee relations counseling.
- Assess and administer recruitment programs; develop/modify interview questions; screen, interview and select candidates; recommend and negotiate salaries and present job offers, as requested.
- Review, research and recommend actions on worker's compensation claims. Oversee and provide assistance to managers and employees throughout the claims process.
- Advise judges, unit executives, managers and employees on human resources matters, procedures and practices.
- Provide advice and guidance to managers, unit executives and judges regarding personnel matters, including employee relations, disciplinary actions, performance management, staffing, costs and cost projections, and other related issues.
- Develop/Modify and administer the performance management system to include developing and modifying performance standards and rating criteria, tracking evaluation progress and providing feedback and guidance. Identify and assist managers with addressing performance issues that are impediments to the court's and individual office missions and make recommendations to address these issues.
- Develop/Modify and manage training programs related to human resources, as well as manager and employee skill development, where needed.
- Recommend, coordinate, deliver and evaluate training programs, including those developed in-house and those provided by outside vendors. Assist in arranging professional training opportunities for staff. Manage employee service agreements in accordance with office policy.
- Draft manuals, handbooks, job aides, web content and other training materials. Change or customize existing training programs. Respond to training requests identified by managers.
- Develop strategic training plans that align court goals and mission. Advise managers, executives, judges and staff on training opportunities.
- Evaluate and measure overall training initiatives and feedback and incorporate into future suggestions for training.
- Performs other duties, as assigned.

Minimum Qualifications/Requirements:

- Bachelor's degree.
- Six to ten years of progressively responsible human resources generalist/training experience, preferably in a federal court environment and under a shared services arrangement.
- Candidates should be mature, responsible, poised, possess tact, diplomacy, exceptionally good judgment, analytical skills, initiative and excellent customer service skills. The incumbent must have strong verbal and written communication skills, strong research and presentation skills, and demonstrate exceptional interpersonal skills.
- Candidate should be proficient with current human resources policies and procedures, benefits, employment law trends, and have the capacity to respond appropriately to emerging issues.
- Commitment to public service.

Preferred Qualifications:

- Master's Degree.

- Two to five years in a position that included the need to provide managerial and/or executive level guidance on a variety of human resources related matters.
- Experience working in a shared services human resources office in a federal court environment.

FBI Background Investigation

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

Hours:

Court hours are 8:30 AM to 5:00 PM. Flexible work hours available.

How To Apply:

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

United States District Court
Attn: Susan Mohr, Human Resources Director
Email: Susan.Mohr@mad.uscourts.gov
Vacancy #18-07
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

The Application form AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. The Federal Financial Management Reform Act requires direct deposit of federal wages.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER