



United States District Court
Western District of Wisconsin

Vacancy Announcement #18-01

Position Title: **DIRECTOR OF HUMAN RESOURCES**

Location: Madison, Wisconsin

Salary Range: Court Personnel System
CL 29 \$69,780-\$113,459

Closing Date: May 31, 2018

Projected start date: August 6, 2018

This is a full-time permanent position with promotion potential up to CL30 (\$82,478-\$134,048) without further competition. Starting salary commensurate with qualifications and salary history.

The Western District of Wisconsin is accepting applications for Director of Human Resources. This high-level management position is part of a team that serves approximately 90 employees from three court units including judges, chambers staff, clerk's office staff, law enforcement officers, and non-law enforcement support staff in a shared services environment. Wisconsin Western has a divisional office in Eau Claire. Recruitment for this position is being posted for internal and external application.

POSITION INTRODUCTION

The Director of Human Resources is responsible for managing the full range of human resources services provided to the Clerk's Offices of the District and Bankruptcy Courts, Judicial Officers and their staff of the District and Bankruptcy Courts, and the U.S. Probation Office. Providing high quality, relevant, and timely service to all employees of the Western District of Wisconsin is the key goal to this position. The Director of Human Resources reports directly to the Court Unit Executives (CUEs) of each court unit. The successful applicant will participate as an essential advisor to the CUEs and management teams of each of the three court units. The Director is also responsible for the supervision of Human Resources staff.

REPRESENTATIVE DUTIES:

- Research, analyze, develop, and recommend policies, procedures, and standards for multiple court units with different needs, priorities, and cultures. Provide leadership, coordination, and guidance to assure compliance with human resources guidelines, policies, and internal controls.

- Research, analyze, and provide recommendations to CUEs on workforce planning, strategies, and scenarios. Provide advice on organizational structures and classification standards.
- Maintain fair and equitable recruitment practices in all court units. Remain current on new recruitment sources, strategies, and initiatives. Manage and oversee all aspects of the recruitment process district-wide.
- Administer the judiciary benefits program for the district. Provide feedback to the Administrative Office on the operation of benefits programs. Research and recommend benefits training for staff.
- Provide guidance to managers and supervisors in the areas of employee relations, performance management, discipline procedures, and leave policies.
- Counsel employees on HR-related matters including employee relations, benefits, retirement, leave, and other HR policies.
- Serve as an active member of each court unit's management team and act as a liaison among the court units in areas of commonality.
- Monitor and evaluate the quality of output and level of compliance in HR service deliverables. Maintain effective redundancies for backup purposes. Provide leadership and direct supervision to support staff. Establish performance expectations and the communication necessary to ensure effective productivity.
- Monitor, manage, and implement HR programs and systems district-wide in compliance with guidelines, policies, and internal controls. Programs and systems include leave, time and attendance, performance management, all personnel processing, record keeping, background investigations, and facility access cards. Manage workers compensation, telework, recognition awards, and other human resources related programs in compliance with the Guide to Judiciary Policy.
- Establish HR peer relationships within the Judiciary and maintain information-sharing networks.

MINIMUM QUALIFICATIONS

For an appointment at the CL29 level, the applicant must have at least 2 years of specialized experience, including at least one year equivalent to work at the CL-28 level.

SPECIALIZED EXPERIENCE

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 of the area of human resources administration.

A successful candidate must also possess unquestioned integrity, exercise mature and decisive judgment, lead by example, be very well organized and analytical, be adaptable to the cultures of each court unit, and be able to handle matters discreetly and confidentially.

PREFERRED QUALIFICATIONS

A bachelor's degree from an accredited college or university; four (4) or more years of HR-related work experience; familiarity with human resources management systems and federal benefits programs are preferred.

BACKGROUND INVESTIGATION

This position is classified as "high-sensitive" within the Judiciary. The incumbent will be required to undergo a comprehensive background investigation. This investigation includes an FBI fingerprint and background check. Retention in the position will depend upon a favorable suitability determination.

NOTICE TO APPLICANTS

The Court requires employees to adhere to the [Code of Conduct of Judicial Employees](#). The Federal Financial Management Reform Act requires direct deposit of federal wages. Applicants must be United States citizens or eligible to work in the United States. The court provides reasonable accommodations to applicants with disabilities.

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. However, Judiciary employees are entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, vacation and sick leave accrual, and ten paid holidays per year. For additional information on employment with the federal courts, please visit www.uscourts.gov

PROCEDURES FOR SELECTION

The court will screen all applications and the best qualified applicants will be invited for personal interviews. Applicants selected for interviews must travel at their own expense or be interviewed via video conference. Relocation expenses are not reimbursable.

APPLICATION PACKAGE

Please apply using the following link:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=cr92kf7g&pos=18-01>

Complete the information fields and attach the following documents:

- Cover letter
- Current resume
- Narrative statement of two pages or less that describe:
 - The strengths you bring to a high-level shared administrative services position
 - The biggest human resources challenge you believe the U.S. Courts will experience within the next five to ten years

- Application for Judicial Branch Employment (AO78) – The form is included in the link
- Professional references

The U.S. District Court reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

MISSION STATEMENT

“Through excellence and professionalism, we provide efficient, timely HR services to the employees of the Western District of Wisconsin.”

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