

# **UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT**



## **POSITION VACANCY ANNOUNCEMENT**

<b><u>ANNOUNCEMENT NO.:</u></b>	CAFC-21-23-REVISED
<b><u>OPEN:</u></b>	November 16, 2021
<b><u>CLOSE:</u></b>	Open Until Filled
<b><u>POSITION TITLE AND SALARY:</u></b>	Human Resources Specialist CL 27 – CL 29 (\$58,189 - \$134,833) Salary in accordance with recruitment and promotion rules. Promotion up to the CL 29 may occur without further posting or competition.
<b><u>LOCATION OF POSITION:</u></b>	United States Court of Appeals for the Federal Circuit 717 Madison Place, N.W. Washington, D.C. 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please: [Click Here](#)

### **Position Overview**

The United States Court of Appeals for the Federal Circuit is seeking candidates for a full-time Human Resources Specialist. The Human Resources Specialist will provide a full range of human resources services including recruitment, classification, payroll and benefits administration, employee relations, performance management, and implementation of national and local human resources policies and procedures. This position is located within the court's Administrative Services Office (ASO) and reports directly to the Assistant Circuit Executive for Human Resources.

Responsibilities of the Human Resources Specialist may include, but are not limited to:

Implement and administer human resources policies, procedures and standards. Provide information and guidance to judges, executives, senior staff, and staff on complex human resources matters, procedures, and practices. Provide employee relations counseling, as

needed. Initiate, recommend, and assist with the development of strategies, tools, actions, policies, and procedures related to human resources. Identify, recommend, and implement progressive process improvement initiatives. Update and revise processes, policies and guidance to include and conform to required changes in judiciary HR regulations and systems. Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs and initiatives in furtherance of the mission and objectives.

Perform duties related to benefits administration, classification, payroll, leave administration, personnel action processing, records maintenance, performance management, and employee relations. Monitor and ensure all personnel actions are processed in a timely and accurate manner. Develop and maintain electronic databases to track personnel actions, including within-grade increase, promotions, appointments and separations. Maintain personnel, payroll, and recruitment records in accordance with judiciary guidelines. Ensure strict confidentiality and security of all personnel matters and records.

Develop strategic planning recommendations to identify existing and potential staffing scenarios. Provide advice to senior staff and judges on organizational structure and classification standards. Conduct recruitment and selection activities, which include preparing position descriptions and vacancy announcements, identifying and utilizing resources to obtain a diverse and representative applicant pool, screening candidates, administering employment tests, coordinating interviews, conducting background and reference checks, and managing the hiring processes and onboarding/orientation of new hires. Ensure that hiring and promotion practices comply with the local, judiciary, and federal policies and practices.

Develop, coordinate, and facilitate technical training for new and existing employees on a variety of human resources related automated systems. Draft manuals, handbooks, job aides and other related training materials.

Serve as the primary backup to the Assistant Circuit Executive for Human Resources and provide backup coverage, after-hours, emergency, and continuity of operations support, as needed.

Performs other duties as assigned.

### **Required Qualifications**

#### Education

Candidates must possess a bachelor's degree from an accredited college or university.

#### Specialized Experience

- **CL 27:** At a minimum, candidates must possess two years of specialized experience in at least 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.

- **CL 28:** At a minimum, candidates must possess three years of specialized experience in at least 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. **At least one of the three years must have been gained in a human resources related position within the federal government.**
- **CL 29:** At a minimum, candidates must possess four years of specialized experience in at least 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. **At least two of the four years must have been gained in a human resources related position within the federal government.**

### **Required Competencies**

- Ability to maintain strict confidentiality, demonstrate sound ethics and mature judgement, and handle sensitive materials.
- Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities, often with conflicting deadlines.
- Ability to think independently and work cooperatively in an office environment.
- Strong oral and written communications skills with an acute attention to detail.
- Excellent interpersonal and customer service skills.
- Experience using the Microsoft 365 Office Suite, including Word, Excel, PowerPoint, SharePoint, and Teams.

### **Application Process and Information**

To be considered, application packages must be complete and submitted using the provided online application system. Complete packages must include:

1. Cover letter of no more than two pages describing the required knowledge, skills, abilities, and or experience (described above) that would make the applicant well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. Completion of online AO-78, Federal Judicial Branch Application for Employment
4. Completion of online cognitive aptitude and customer service tests

Once you have the cover letter and resume files (items 1 and 2 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 and online tests (items 3 and 4 above):

<https://www.ondemandassessment.com/link/index/IB-NTQ7A41RR?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email:

[hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov)

## **Benefits Information**

A generous benefits package is available to full-time permanent court employees including:

- 11 paid holidays per year
- Annual leave accrued at the starting rate of 13 days per year
- Sick leave accrued at the rate of 13 days per year
- Federal Employees' Health Benefits
- Federal Employees Dental and Vision Insurance Program
- Retirement benefits
- Thrift Savings Plan (up to 5% employer matched contributions)
- Healthcare and dependent care flexible spending accounts
- Federal Employees' Group Life Insurance
- Commuter public transit benefits
- Long-Term Care Insurance
- On-site gym

## **Other Information**

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. 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). 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.

***The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.***