



UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

VACANCY ANNOUNCEMENT

Announcement No.	CE-03-04/24
Position Title:	Human Resources Coordinator
Position Information:	Full-time, Permanent
Classification Level:	CL-28 (\$76,535-\$124,433) (starting salary commensurate with experience). Potential for future promotion to CL-29 (\$91,024-\$147,946).
Open Date:	April 24, 2024
Closing Date:	May 8, 2024, or until filled.
Position Location:	Philadelphia, PA

Position Overview

The Circuit Executive's Office of the United States Court of Appeals for the Third Circuit invites applications from qualified individuals to join our team in the position of Human Resources Coordinator. The Human Resources Coordinator performs administrative, technical, and professional work related to human resources programs for multiple court units and judicial staff. The incumbent provides advice and ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The position reports to the Deputy Circuit Executive.

Representative Duties

- Research, recommend, formulate, implement, and administer human resources policies, procedures, and standards for multiple court units with varying needs and priorities.
- Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties.
- Advise unit executives, managers, judges, chambers staff, and employees on human resources matters, procedures, and practices. Provide advice on employee relations issues, disciplinary actions, performance management, accommodation requests, and related issues. Assist with grievance and adverse actions.
- Advise unit executives, judges, managers, and employees on leave administration, policy, and procedures. Serve as official Time Administrator for the Circuit Executive's Office and chambers staff and provide guidance to Time Administrators in other court units. Monitor and process employees' time and attendance related records and ensure compliance with rules and regulations.
- Assess court evaluation tools, performance standards, and rating criteria. Coordinate with managers and unit executives for each unit on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases.
- Perform duties related to benefits administration, recruitment, payroll, workers' compensation, personnel action processing, records maintenance, etc., for multiple court units and chambers with varying needs and priorities; ensure requested actions meet applicable policies and requirements.
- Manage onboarding of new employees and volunteers, including taking fingerprints, requesting background checks/investigations, and issuing facility access cards. Assist and advise new and existing employees on payroll and benefits-related matters.
- Collaborate with unit executives and managers to assess training needs for staff. Analyze and prioritize operational needs, difficulties, and knowledge gaps. Identify and coordinate developmental training for employees. Coordinate educational programs, services, and resources to meet training needs. Respond to training requests identified by managers. Collaborate on and conduct training in HR related areas such as benefits, performance management, etc.
- Design, develop, and present new employee orientation program.
- Provide support for Judicial and Employee Wellness programs.

- Assist Judicial Council Workplace Conduct Committee with distribution of surveys and programming.
- Administer and use automated systems for human resources activities including leave tracking, personnel projections, HRMIS, electronic records management, SharePoint, etc.
- Secure and maintain human resources records, including all employee-related documents, payroll, and leave records, and other accountability documents for audit purposes.
- Handle various internal and external requests while providing excellent customer service.

Qualification Requirements

The applicant must have at least two (2) years of specialized experience. Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of HR management and administration (classification, staffing, training, performance management, employee relations, etc.) that provided knowledge of the rules, regulations, and terminology within that area. A successful candidate will possess unquestioned integrity, exercise mature judgment, have excellent time-management skills, show initiative and flexibility, be well organized and analytical, have a demonstrated ability to handle matters discreetly and confidentially, lead by example, and possess excellent computer skills with a demand for accuracy and quality assurance. Qualified applicants must have demonstrated excellent interpersonal skills, as well as excellent written and verbal communication skills, have strong customer service skills, be dependable and able to work both on a team and independently.

Preferred Qualifications

Bachelor's degree from an accredited college or university; four (4) or more years of HR-related work experience; familiarity with HR management systems and federal benefits programs. Federal court experience is preferred.

Benefits

The Third Circuit Court of Appeals offers a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities, as well as:

- Eleven (11) paid federal holidays
- Paid annual leave (13 days/year for the first 3 years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP) (401-k equivalent)
- 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 (pre-tax Healthcare and Dependent care expenses)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Transit subsidy program
- Employee Assistance Program (EAP)
- Student Loan Forgiveness for Public Service Employees

Conditions of Employment

Must be a United States citizen or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting and an FBI background investigation. Direct deposit of pay is required.

How to Apply

Applicants should email **as a single PPF document** their résumé, cover letter, and a completed [AO-78, Application for Judicial Branch Federal Employment](#) to HRCoordinator@ca3.uscourts.gov. The Court will only communicate with those qualified individuals who will be invited to interview. 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. If a subsequent vacancy of the same or a substantially similar position becomes available within a reasonable time of this announcement, the Circuit Executive may elect to select a candidate from the original qualified applicant pool.

The U.S. Court of Appeals is an Equal Opportunity Employer.