

Vacancy Announcement
CE-01-02/24
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **February 6, 2024**

Position Title: **Human Resources Manager**

Position Type: **Full-time, permanent**

Classification Level: **CL 29 (\$91,024 - \$147,946)** based upon qualifications and experience.
Promotion potential.

Location: **Philadelphia, PA**

Closing Date: **Open until filled.** Priority given to applications received by February 23, 2024.

The United States Court of Appeals for the Third Circuit invites applications from qualified individuals for the position of Human Resources (HR) Manager. The Third Judicial Circuit consists of the U.S Court of Appeals, District Courts and Bankruptcy Courts in Delaware, New Jersey, Pennsylvania, and the U.S. Virgin Islands.

Position Overview

This position is located in the Circuit Executive's Office in Philadelphia, Pennsylvania. The HR Manager is responsible for the professional, technical, and administrative work related to various HR programs for the Circuit Executive's Office, Clerk's Office, Office of the Legal Division, and Judges' chambers. The position provides coordination and guidance to assure compliance with HR guidelines, policies, and internal controls. The incumbent serves as a resource for Judges and HR staff throughout the Circuit, and reports to the Deputy Circuit Executive.

Duties and Responsibilities

Research, analyze, develop, and recommend policies, procedures, and standards for court units considering different needs, priorities, and cultures. Provide coordination and guidance to assure compliance with HR guidelines, policies, and internal controls.

Research, analyze, and provide recommendations to court unit executives 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. Coordinate all aspects of the recruitment process.

Administer the judiciary benefits program for the Court of Appeals. Provide feedback to the Administrative Office on the operation of benefits programs. Research and recommend benefits training for staff.

Provide guidance to Judges, managers, and supervisors in the areas of employee relations, performance management, discipline procedures, retirement, leave, and other HR policies.

Coordinate activities of HR staff and foster effective productivity within a team environment.

Monitor and implement HR programs and systems court-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 HR-related programs in compliance with the *Guide to Judiciary Policy*.

Establish HR peer relationships within the Circuit and throughout the Judiciary to develop and maintain information-sharing networks and promote cross-court programs and shared services.

Minimum Qualifications

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 very well organized and analytical, have a demonstrated ability to handle matters discreetly and confidentially, lead by example, and be willing to understand court culture as a precursor to promoting positive change. Qualified applicants must have demonstrated excellent written and verbal communication skills, highly developed analytical skills, strong attention to detail, and excellent organizational skills.

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 United States Court of Appeals for the Third Circuit 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 per year for the first three years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS)
- 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)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- 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. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting and an FBI background check. Direct deposit of pay required.

How to Apply

Applicants should email their résumé, cover letter, and references to the attention of Deputy Circuit Executive Joel McHugh at Joel_McHugh@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 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