

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF GEORGIA**  
Vacancy Announcement #2004- 06

**RE-POSTING**

**Position:** Personnel Specialist

**Location:** Savannah, Georgia

**Starting/Developmental Salary Range:** CL 25 (\$32,363 - \$40,117), depending upon qualifications. Potential salary progression to CL 26/27 without further competition.

**Closing Date:** Open Until Filled. Initial review of applications will begin after July 15, 2004.

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**Position Overview:**

This position is located in the Clerk's Office for the U.S. Bankruptcy Court, Southern District of Georgia, at Savannah. The incumbent provides the full range of human resources services and support to the Bankruptcy Court including planning, developing, and implementing human resources policies, procedures, rules, regulations and programs. The incumbent participates in management meetings and reports to the Chief Deputy Clerk.

**Representative Duties:**

Reviews, researches, recommends, develops, and implements human resources policies and procedures for the Bankruptcy Court.

Serves as a resource to and advises senior managers on human resources issues, including performance related matters.

Measures, documents, and tracks the effectiveness of the human resources programs.

Ensures human resources practices are in compliance with policies, procedures and regulations. Maintains the Human Resources Manual and the Court's Personnel Manual.

Implements orientation programs for new employees, judges' staff, supervisors, and managers. Intra-district travel to divisional office(s) is required to assist in implementing human resources programs.

Conducts training on issues pertaining to human resources policies and procedures, changes affecting benefits and/or other human resources program areas.

Assists judicial officers and management staff in the recruitment and selection process.

Screens, tests, and schedules interviews of candidates.

Assists in the development and implementation of performance appraisal system for the Clerk's Office.

Assists in the administration of grievance and adverse action procedures.

Consistently administers classification standards under the Court Personnel System (CPS) and Judiciary Salary Plan (JSP). Participates in updating and developing new position descriptions. Advises court managers on the application of relevant classification standards.

Assists in the development of budget projections and staffing scenarios using Cost Control Monitoring System (CCMS) and Personnel Projection System (PPS).

Administers existing benefit programs for the Court. Provides accurate and timely advice and assistance to court employees concerning federal benefits, including health and life insurance, and retirement.

Administers Equal Employment Opportunity (EEO) program. Monitors and documents policies consistent with EEO guidelines. Prepares annual FEPS (Fair Employment Practices System) report.

Processes personnel and payroll actions (appointments, promotions, separations, adverse actions, and within-grade increases) in an accurate and timely manner.

Maintains all human resources records, including payroll and leave records. Prepares periodic reports for Clerk of Court, Chief Deputy and/or the Administrative Office of the United States Courts.

Performs other duties as may be assigned.

### **Qualifications:**

#### **Required**

To qualify for consideration candidates must possess a Bachelor's degree in Human Resources, Personnel Management, or closely related field, and a minimum of two full years specialized experience in administering programs and ensuring compliance with procedures in a Human Resources department/environment.

This specialized experience must have included at least three of the following areas: recruitment and staffing; classification; performance management; employee relations; payroll & benefits administration; and organizational development. Work experience must demonstrate use of a computerized human resources management system.

To qualify for the position of Personnel Specialist, a candidate must possess strong organizational, problem-solving, analytical and interpersonal skills as well as excellent written and oral communication skills. This position also requires self-direction, the ability to produce thorough, timely and accurate work, initiative, attention to detail, a friendly and customer focused attitude, timely and accurate responses to personnel issues/inquiries, and the ability to handle a wide variety of human resources program areas. **This position requires total confidentiality at all times.**

### **Preferred**

In addition to possessing specialized experience as defined above, applicants who possess the following additional experience are preferred: An additional two years of specialized experience in administering programs and ensuring compliance with procedures in a Human Resources department/environment. Experience with human resources management in the United States Courts with an understanding of the Court Personnel System (CPS), Judiciary Salary Plan (JSP), and Personnel Projection System (PPS) is preferred.

### **Information for Applicants:**

**Only qualified applicants meeting the minimum requirements of two full years of experience as depicted under “Required Qualifications” will be considered for this position.** Employees of the U. S. Bankruptcy Court serve under Excepted Appointments as “AT WILL” employees. The United States Bankruptcy Court’s hiring procedures adhere to guidelines set out in the Court’s Employee Dispute Resolution Plan.

- The best suited applicant meeting the needs of the court will be selected;
- Only applicants who participate in the interview process will be informed of the selection;
- All appointees are required to be in a one-year probationary status;
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice;
- Duty station assignments are at the discretion of the Clerk of Court;
- In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next best suited candidate from those who applied for the initial announcement without re-posting the position;
- Interview, travel and/or relocation expenses will not be reimbursed;
- Candidates may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
- Applicants **must** be a U.S. citizen or eligible to work in the United States;
- Mandatory electronic direct deposit of salary payments is required.

**Application Procedures:**

To be considered applicants must submit a **resume, narrative statement (see below), three (3) professional references, and verification of current salary** to:

***United States Bankruptcy Court***

***Attn: Chief Deputy Clerk***

***Announcement # 2004-06***

***P.O. Box 8347***

***Savannah, Georgia 31412***

***or***

***Fax to: 912-650-4090***

Applicants **must** submit a **separate narrative statement** which addresses the two items listed below. Each item should be addressed separately and include a description of the demonstrated experience that is directly related to the duties and responsibilities for the position:

1. Describe the progressively responsible administrative experience which has provided you with a thorough knowledge and understanding of human resources practices.
2. The progressively responsible administrative experience required for this position must have included **at least three** of the following functional areas: recruitment and staffing; classification; performance management; employee relations; payroll and benefits administration; and organizational development. Describe the three areas in which you have the most experience. Provide a **detailed** example of your experience(s) for each functional area selected.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Please refer to all requirements listed under Application Procedures.**

**No telephone or electronic inquiries will be permitted.**

**AN EQUAL OPPORTUNITY EMPLOYER**