

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK

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POSITION ANNOUNCEMENT

HUMAN RESOURCES SPECIALIST

ANNOUNCEMENT NUMBER: 25-001

LOCATION: Richmond, Virginia

OPENING DATE: April 25, 2025

SALARY RANGE: \$61,770 - \$100,435 (CL 27)
(Career Progression to CL 28 - \$74,055 -
\$120,350) (salary commensurate with
qualifications, experience, and education)

APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: Open to all
qualified applicants

CLOSING DATE: The position is open until
filled. First preference will be given to
applicants whose applications are received
by 4:00 p.m. Eastern Time on May 13, 2025.

Position Overview:

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia is seeking a highly motivated, organized, detail-oriented, customer and team focused individual for a full-time, permanent Human Resources Specialist position. The duty station for the position is Richmond. Limited travel may be required.

The Human Resources Specialist will provide a full range of human resources (HR) services including recruitment, payroll and benefits administration, leave administration, and performance management. Additionally, the incumbent will assist with policy, analytical, and administrative duties that support the effective functions of the office, including drafting, analyzing, and maintaining HR related policies and procedures and providing support to the office's process improvement program through project management and development, data analysis, and process improvement recommendations. This position is located within the court's Administrative Services Team and reports directly to the Human Resources Officer.

Representative Duties:

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Perform duties related to benefits administration, personnel action processing, and records maintenance. Serve as benefits coordinator, providing judges and employees with guidance and assistance with benefits policy interpretation and benefits election process. Conduct benefits orientation for new appointments. Ensure personnel actions are processed in a timely and accurate manner. Develop and maintain electronic databases to track personnel actions, including 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.
- Serve as an official leave administrator for the court. Advise judges, executives, and staff on leave administration matters. Monitor and process employee time and attendance records. Resolve complex leave related issues. Provide employees with training on and assistance with the automated leave tracking system. Develop and analyze a variety of leave related reports. Ensure that all leave transactions and records adhere to appropriate rules and regulations.
- Coordinate with judges, executives, and managers on the assessment and evaluation of staff performance throughout the year. Maintain a tracking system for employee evaluations and within-grade step increases. Process performance management related personnel action requests accurately and in a timely manner.
- Implement and administer HR policies, procedures, and standards. Provide information to judges, executives, managers, and staff on HR matters, procedures, and practices. Assist with the drafting and coordination of the development and review of HR policies, standard operating procedures, and job aides. Provide support to court offices in implementing HR procedural and policy changes. Conduct research on HR policy questions of relevance to the court. Receive, manage, and organize general HR inquiries, including mail, telephone calls, emails, employment verification requests and other HR related inquiries. Research and provide timely responses to inquiries in accordance with local, judiciary, and federal policies and practices.
- Manage and support process improvement projects. Review and analyze HR operations, identifying problems, trends, and areas for efficiency or improvement. Review, recommend, and assist with the development and implementation of projects, processes, and changes designed to improve overall quality, effectiveness, and efficiency of HR operations as needed.
- Communicate and respond to requests from judges, chambers staff, and management about human resources operations. Communicate clearly and effectively, both orally and in writing, to explain human resources concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, executives, managers, and staff, while maintaining confidentiality. Develop, implement, and maintain written procedures for assigned functions. Comply with the Guide to Judiciary Policy, applicable Administrative Office of the U.S. Courts' policies and procedures, internal controls guidelines, and local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Qualification Requirements:

To qualify for the above position, a person must be a high school graduate and must have the following experience:

General Experience:

Progressively responsible experience that provides evidence that the applicant has: (a) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (b) the ability to analyze problems and assess the practical implications of alternate solutions; (c) the ability to communicate with others, orally and in writing; and (d) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience:

At least two years of 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, etc. of the area of human resources administration.

Educational Substitutions:

Completion of the requirements for a bachelor's degree from an accredited college or university or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position may be substituted or specialized experience.

Preferred Qualifications:

- Five or more years as an HR professional.
- HR experience with the federal judiciary, federal government, or law enforcement agency.
- Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) certification.
- Prior HR experience within the Federal Judiciary or other federal government agency.
- Knowledge of federal and local rules, policies, and procedures related to human resources.
- Knowledge of federal judiciary HR policies, processes, reports, and relevant guidelines.
- Familiarity with the Guide to Judiciary Policy, the Administrative Office of U.S. Court's Human Resources Manual, and personnel processing procedures for chambers staff, and non-chambers staff, and/or law enforcement officers.
- Demonstrated strong writing, editing, and research skills in a professional environment.
- Prior experience in reviewing and drafting human resources related procedures, policies, and manuals.
- Knowledge of project management, quality management, and process improvement practices and tools.

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 acute attention to detail.
- Excellent interpersonal and customer service skills.
- Knowledge of and experience with SharePoint Online, Microsoft Office 365, and Adobe Acrobat.

Benefits:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits (<https://www.uscourts.gov/careers/benefits>) similar to those of other federal government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. This is a highly sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of a background investigation, credit check, and a favorable suitability determination. Investigative updates are required every five years.

How to Apply:

All interested persons must submit:

- Cover Letter
- Resume
- Salary History
- Contact information for at least two professional references knowledgeable of employment history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>

Please submit all documents as a single combined PDF document via email to HR@vaeb.uscourts.gov by 4:00 p.m., Eastern Time, on May 13, 2025. Incomplete application materials will not be considered.

Only the most qualified candidates will be invited for a personal interview. Applicants selected for interviews must travel to Richmond at their own expense. Only applicants who are selected for interviews will be contacted by the Court.

The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.