

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

<b>Position Title:</b>	<b>Human Resources Specialist</b>
<b>Location:</b>	<b>Atlanta, Georgia (on-site)</b>
<b>Opening Date:</b>	<b>December 4, 2024</b>
<b>Closing Date:</b>	<b>January 1, 2025 (or until filled)</b>
<b>Annual Starting Salary Range (CL-25):</b>	<b>\$50,689 - \$82,391</b> <b>Starting salary dependent upon qualifications, experience, and court funds.</b>
<b>Maximum Potential Salary (CL-26)</b>	<b>\$90,716</b>

The Circuit Executive’s Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for a **Human Resources Specialist**. Applications are being accepted through **January 1, 2025**, or until the position is filled. This is an on-site position located in Atlanta, Georgia.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, and resume detailing background, experience, and qualifications should be emailed **in one single PDF attachment** to [human\\_resources@ca11.uscourts.gov](mailto:human_resources@ca11.uscourts.gov). Please indicate “Human Resources Specialist” in the subject line.

*The selected candidate will be subject to a mandatory background investigation as a condition of employment.*

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

**POSITION SUMMARY:** The Human Resources Specialist provides administrative and technical support for human resources programs, personnel transactions, and training activities, in accordance with approved procedures and policies. The incumbent performs in a consolidated human resources office providing support to multiple court units and judicial staff. The incumbent makes recommendations on human resources policies and matters affecting court administration and operations. This position is located in the Circuit Executive’s Office and reports directly to the Human Resources Administrator, but also works with the Assistant Circuit Executive for Human Resources and Court Unit Executives as duties and projects require.

**DUTIES AND RESPONSIBILITIES:**

- As the Time Administrator for the Eleventh Circuit, ensure accuracy of information in HRMIS leave tracking program. Maintain, monitor, and audit leave and timekeeping records adhering to national guidelines and court policies.
- Assist with managing the daily leave calendars.
- Provide individual and group HRMIS leave tracking user training for new and current employees. Develop and assemble training material.
- Administer all aspects of the leave program including providing advice and assisting with problem resolution on a wide array of leave matters. In addition, administer the Voluntary Leave Transfer program and assist management and employees with all aspects of the Family and Medical Leave Act (FMLA).

- Advise unit executives, judges, and managers on leave administration and tracking matters to ensure adherence to Judiciary leave policies and procedures.
- Conduct recruitment efforts, such as preparing position descriptions and vacancy announcements, and ensure positions are advertised according to the needs of the court. Ensure advertisements meet the needs of the court units and comply with Judiciary procurement rules. Screen submissions, coordinate and attend interviews, administer employment tests, conduct reference checks, and maintain recruiting and hiring statistics. Create and maintain applicant log for each vacancy announcement.
- Conduct new-hire orientation for new employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions.
- Perform duties related to benefits administration, workers compensation matters, recruitment, classification, personnel action processing, records maintenance, etc., for multiple court units and chambers with varying needs and priorities. Maintain local personnel files, including leave records, and other accountability documents for audit purposes.
- Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, addressing routine benefit questions, and resolving benefits issues.
- Assist in issuing Facility Access Cards and employee identification badges to Eleventh Circuit judges, employees, interns, contractors, etc.
- Assist the court's official fingerprint recorder with administering background checks and investigations.
- Assist the Eleventh Circuit Judicial Council with appointments of bankruptcy judges, bankruptcy administrators, and federal public defenders within the Eleventh Circuit, including preparing applicable forms.
- Assist with employee recognition program.
- Assist in researching, developing, and recommending human resources related procedures and/or policies for the court.
- Maintain and update forms and material utilized by the Human Resources Department.
- Perform other functions within the Circuit Executive's Office as assigned.

**REQUIREMENTS:** The successful candidate must have a strong sense of personal and professional integrity. Must have the ability to consistently demonstrate sound ethics and judgment and comply with the *Code of Conduct for Judicial Employees*. Must possess the ability to maintain strict confidentiality of all court matters. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy, and tact at all times. Ability to be flexible and adapt to unanticipated needs and challenges and to manage multiple tasks and priorities, often with deadlines. Also, must have the ability to learn about the court units and their operations, as well as the ability to learn and apply various court administrative processes and judiciary policies set forth in the *Guide to Judiciary Policy*. The candidate must possess excellent written and oral communication skills, interpersonal skills, analytical ability, and must be highly organized. Must have proficiency with Microsoft Office Suite including Word, Excel, Visio, Adobe, and the ability to use other software programs. This position also requires strong motivation, initiative, attention to detail and the ability to manage a wide range of program areas. Ability to lift and move files, materials, supplies, and equipment (approximately 50 pounds).

**REQUIRED QUALIFICATIONS:**

- At least four years specialized experience. Specialized experience includes progressively responsible work experience in at least one or more functional areas of human resources management and administration (classification, compensation, staffing, training, employee relations, etc.) that provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

**PREFERRED QUALIFICATIONS AND SKILLS:** Preference will be given to applicants who possess the following:

- A bachelor's degree from an accredited college or university.
- Thorough knowledge and understanding of human resources management, including planning, developing, and implementing human resources policies, procedures, rules and regulations and programs that apply to federal employees.
- Working knowledge of federal Human Resources Information Systems and benefits programs.
- Experience working in a legal and/or court environment, particularly appellate courts and or federal courts is desirable.

**CONDITIONS OF EMPLOYMENT:** Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Selectees to high-sensitive positions such as this must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to the [\*Code of Conduct for Judicial Employees\*](#). Employees of the United States Circuit Court are considered "at-will" employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	11 days per year.
<b>SICK LEAVE</b>	13 days per year.
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>DENTAL/VISION INSURANCE</b>	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-LEVEL SALARY INCREASES</b>	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
<b>PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES</b>	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM</b>	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>

(revised 10/2021)