

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

Vacancy #: CAFC-26-04

Posting Dates: Open until filled

Position Title: Human Resources Program Coordinator

Grade/Salary: CL 25 – CL 27 (\$56,478 - \$111,099)
Salary determined by qualifications and experience as outlined below under "Required Qualifications." Promotion up to CL 28 may occur without further posting or competition.

Position Location: U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

Position Overview

The Human Resources Program Coordinator 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 Human Resources Office (HRO) and reports directly to the Assistant Human Resources Officer.

Responsibilities of the Human Resources Program Coordinator may include but will not be limited to:

- **Personnel Actions and Benefits:** 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 all new appointments, as well as benefits debriefing for all separating employees. Ensure all 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.
- **Leave Administration:** Serve as the official leave administrator for the court. Advise judges, executives, senior staff 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.

- **Performance Management:** Coordinate with judges, senior staff, 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.
- **HR Policy Administration:** Implement and administer HR policies, procedures, and standards. Provide information to judges, executives, senior staff, 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 aids. 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.
- **Human Resources Program Analysis:** 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.
- **General Responsibilities:** 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, senior court staff, court management 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 all 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.

Required Qualifications

Education

Candidates must possess a high school diploma or equivalent.

Specialized Experience

- **CL 25 (\$56,478 – \$91,839):** Entry-level position. Candidates must possess at least one (1) year of specialized experience that provided the opportunity to acquire knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of human resources management and administration such as staffing, leave administration, employee relations, classification, and HR policy. Alternatively, candidates may qualify by completing a bachelor's degree in human resources, organizational management, business administration or other related field from an accredited college or university and superior academic achievement as listed below.
- **CL 26 (\$62,212 – \$101,109):** At a minimum, candidates must possess at least two (2) years of specialized experience that provided the opportunity to acquire knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of human

resources management and administration such as staffing, leave administration, employee relations, classification, and HR policy. One year of specialized experience may be substituted by a bachelor's degree in human resources, organizational management, business administration or other related field from an accredited college or university and superior academic achievement as listed below.

- **CL 27 (\$68,346 – \$111,099):** At a minimum, candidates must possess three (3) years of specialized experience that provided the opportunity to acquire knowledge of rules, regulations, and terminology in two or more of the functional areas of human resources management and administration such as staffing, leave administration, employee relations, classification, and HR policy.

Superior Academic Achievement

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0; AND/OR
- Standing in the upper third of the class; AND/OR
- "3.5" average or better in the major field of study, such as Human Resources or a related field that would prepare a candidate well to perform in this position; AND/OR
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study at an accredited college or university. A degree program in human resources, organizational management, or related field is preferred.

Preferred Qualifications

- Bachelor's degree from an accredited college or university.
- 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.
- 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.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.

2. Résumé outlining educational background, employment history, and other relevant information.
3. Academic transcripts for education substitutions **ONLY**.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of online testing modules.

Once you have the cover letter and résumé files (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): <https://www.ondemandassessment.com/o/JB-TK8MUEFVB/landing?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. **Applications submitted to this email address will not be reviewed.**

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.

Additional Information

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; however, limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Initial and continued appointment in this position is conditioned on a favorable moderate risk, five-year background investigation (renewed every five years). An unfavorable investigation at any point during employment may lead to removal. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.