

November 19, 2021  
Position Announcement #21-10



**NOTICE OF POSITION VACANCY**  
**UNITED STATES PRETRIAL SERVICES OFFICE**  
**UNITED STATES PROBATION OFFICE**  
**NORTHERN DISTRICT OF ILLINOIS**



**CAREER OPPORTUNITY FOR**  
**HUMAN RESOURCES SPECIALIST**

The United States Pretrial Services Office and the United States Probation Office for the Northern District of Illinois is currently accepting applications for the full-time position of Human Resources Specialist.

**DUTY STATION:** Chicago, IL

**OPENS:** Friday, November 19, 2021

**CLOSES:** Friday, December 17, 2021

**NUMBER OF POSITIONS:** One (1) position

**AREA OF CONSIDERATION:** Open to the public.

**CLASSIFICATION LEVEL/SALARY:**

Classification Level 25 \$47,407 - \$77,034

Classification Level 26 \$52,202 - \$84,839

Classification Level 27 \$57,346 - \$93,223

Classification level will be based on qualifications and experience. Promotional potential between classification levels 25 through 27 may occur without further posting or competition.

**Position Overview:**

This is a full-time position located in Chicago, IL. The incumbent is part of a two person HR unit and reports to the Human Resources Supervisor: supporting employees of both the Pretrial Services and the Probation offices. The incumbent performs a full range of Human Resources services that includes, but is not limited to, benefits administration, recruitment, classification, payroll, workers compensation, personnel action processing, employee relations, and records maintenance. The Human Resources Specialist provides guidance, interprets, and enforces compliance with the Guide to Judiciary Policy, the Human Resources Manual, Employee Dispute Resolution (EDR) and Equal Employment Opportunity (EEO) guidelines, and internal policy and procedures. The incumbent, in conjunction with other staff, will design, coordinate, and deliver internal human resources training programs, draft manuals, handbooks, web content and other training materials. The incumbent advises, makes recommendations, and consults with senior managers and supervisors on human resources matters, and intervenes when necessary to prevent or correct mistakes.

The incumbent must provide excellent customer service; have the ability to maintain confidentiality in all matters; have outstanding verbal and written communication skills; be detailed-oriented and highly organized; be dependable and have the ability to work independently; be a problem solver who is results oriented; and hold him/herself accountable to high professional standards of performance and conduct.

Incumbent may be permitted to telework following the guidelines of the agency's telework policy. Travel to our branch/divisional offices may be required on occasion.

**Representative Duties:**

- Provide support for the Facility Access Card and employee identification badge program.
- Assist with managing the background and investigation checks program, and coordinate reference checks.
- Conduct verification of employment (VOE) for current and former employees following the guidelines.
- Manage the badge and credential program for Law Enforcement Officers (LEO).
- Monitor and process all aspects of the Performance Management Plan.
- Ensure accuracy of information in the Human Resources Management Information System (HRMIS) leave tracking program. Maintain, monitor, and audit leave and timekeeping records adhering to national guidelines and court policies. Administer all aspects of the leave program including providing advice and assisting with problem resolution on a wide array of leave matters.
- Provide individual and group training as needed for new and current employees on HR systems and policies.
- Conduct assigned recruitment efforts, such as preparing vacancy announcements. Ensure advertisements meet the needs of the Pretrial and Probation agencies, and comply with Judiciary rules. Screen submissions, coordinate interviews, administer employment tests, and maintain recruiting and hiring statistics. Create and maintain applicant log for each vacancy announcement.
- 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. Perform other duties related to these actions.
- 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 with organizing and conducting annual benefits open season events and corresponding information workshops.
- Assist in researching, developing, and recommending human resources related procedures or policies for the Pretrial and Probation agencies.
- Coordinate and/or oversee onboarding of new employees, and employees who are separating from the agency, to include dissemination and collection of agency property.
- Conduct new-hire orientation for new employees to include a review of payroll information, personnel policies and procedures, and benefit options. Maintain and update forms and material utilized by the Human Resources Department.
- Gather data for required reports, such as telework, fair employment practices, early out authority, and workers' compensation.
- Perform other duties as assigned.

**Qualification Requirements:**

- College degree in human resources or a related field.
- Experience in two or more functional areas of human resources administration (classification, staffing, training, employee relations, etc.)
- At least one year of specialized experience. Specialized experience is progressively responsible experience in at least one of the functional areas of human resources administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, and terminology of the area of personnel administration.
- Must provide excellent customer service.
- Excellent interpersonal skills. Ability to communicate effectively, both orally and in writing, with individuals and groups of varying experiences and backgrounds.
- Ability to exercise sound ethics and mature judgment, maintain confidentiality and interact professionally and tactfully with a wide variety of persons. Ability to maintain confidentiality, protect sensitive information, and exercise discretion.
- Highly organized individual. Ability to be flexible and adapt to unanticipated needs and challenges, and to manage multiple tasks and priorities, often with deadlines.

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- Demonstrated ability to exhibit the quality of judgment and temperament required of an employee of the judiciary, as indicated by integrity, trustworthiness, and character.
- Excellent analytical, problem solving, critical thinking and research skills. Accuracy and attention to detail is essential.
- Professional demeanor.
- Proficient in using technology, including the use of various software programs and applications. Proficiency with current versions of Microsoft Office (including Word, Excel, PowerPoint, etc.), Microsoft Outlook, Adobe Acrobat, and Windows.

**Preferred Qualifications:**

- A bachelor's degree or higher from an accredited college or university in a related field.
- Two or more years of HR-related work experience.
- Human resources experience in the federal judiciary or another federal agency.

**Additional information:**

Applicants contacted for an interview will be required to participate in job-related testing as part of the screening process.

The selectee for this position will undergo an internal background and reference check before offer is made. As this position is deemed "high-sensitive" the successful candidate will be hired provisionally, pending the results of a complete 10-year background investigation. Applicants must be U.S. citizens or eligible to work in the United States.

Candidates for employment must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, if hired, present proof of vaccination by start date or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

**Benefits:**

Employees of the United States Pretrial Services and Probation Offices are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

- \* Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- \* Eleven (11) paid holidays per year.
- \* Mandatory participation in the federal retirement system and social security program.
- \* Optional participation in the federal health insurance program of your choice.
- \* Optional vision and dental programs.
- \* Optional participation in the flexible spending program for health and childcare.
- \* Optional participation in commuter parking reimbursement program.
- \* Optional participation in a group life insurance program.
- \* Retirement - Basic Benefit (FERS employees) varies by type of FERS employee.
- \* Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employee and employee matching up to an additional 4% of Basic Pay.
- \* Possible participation in Federal Public Service Loan Forgiveness Program.
- \* On-site employee fitness center.

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When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

**How to Apply:**

The application packet consists of:

- \* Resume (two page maximum)
- \* Cover letter
- \* AO78 “Federal Judicial Branch Application for Employment” found at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
- \* OF306 - <https://www.gsa.gov/portal/forms/download/115354>

Please email the entire packet as one attachment in PDF format with “Position 21-10” in the subject line to:

**[Pretrial\\_Services\\_HR@ilnpt.uscourts.gov](mailto:Pretrial_Services_HR@ilnpt.uscourts.gov)**

**Only electronic applications will be accepted.** The U.S. Pretrial Services and U.S. Probation Offices are not authorized to reimburse candidates for interview or relocation expenses. Applicants interviewed will be given a written assessment exercise as well as a skills test. School transcripts may be requested as part of the final selection process. Due to the volume of applications received, U.S. Pretrial Services will only communicate with those qualified individuals who will be interviewed.

**NOTICE TO APPLICANTS:** U.S. Pretrial Services and U.S. Probation requires employees to adhere to a Code of Conduct for judicial employees. The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees. The U.S. Pretrial Services and Probation Offices reserve the right to modify the conditions of this job announcement, to withdraw this announcement, or to fill the position sooner than the closing date without prior notice.

**THE UNITED STATES PRETRIAL SERVICES AND PROBATION OFFICES ARE EQUAL OPPORTUNITY EMPLOYERS AND ARE COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.**