



# Employment Opportunity

# Human Resources Specialist CL 28 / GS 12

## Detroit, Michigan

**OVERVIEW** The human resources specialist will perform and coordinate administrative, technical, and professional work related to human resources programs including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Representative duties include formulating, implementing and administering human resources policies for the court unit; providing advice on organizational structures and classification standards; advising judges, clerk of court, senior managers and court staff on human resources matters, procedures and practices; conducting job analyses, developing and updating position descriptions; administering the performance management system; performing duties related to benefits administration, recruitment emphasizing diversity and inclusion, classification, payroll, worker's compensation, personnel action processing, records maintenance, etc. The position reports to the Clerk of Court.

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has 55 employees who support six federal bankruptcy judges. Court offices are in Detroit, Flint and Bay City. The position is in Detroit with periodic travel to the Flint and Bay City locations.

**EXPERIENCE REQUIRED** To meet the minimum requirements, applicants **MUST** have at least two years of specialized and progressively responsible work experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration. One year of the two years required must be equivalent to the level of work classified as federal grade GS/JS 11 or CL27. Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position may be substituted for some specialized experience.

This position requires strong leadership skills, strategic thinking, an exceptional customer service attitude, professional demeanor, and excellent communication skills along with a work history that demonstrates effective problem-solving skills, experience applying policies and procedures, and keen attention to detail. Must be proficient in Microsoft Office 365 applications.

Previous experience in a federal court environment is preferred, but not required.

**CONDITIONS OF EMPLOYMENT** The position is classified as "high sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on these investigation results. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants on the court's website.

**TO APPLY** Please download an Application for Judicial Branch Employment from the court's website at [www.mieb.uscourts.gov](http://www.mieb.uscourts.gov) (Home Page > Court Info > Employment Opportunities). Qualified applicants should submit the completed application AND a cover letter with résumé via e-mail to [HR@mieb.uscourts.gov](mailto:HR@mieb.uscourts.gov) before **5PM on May 21, 2021**. Send documents as one PDF attachment (no ZIP files) and include the position you are applying for in the subject line. Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.

