

***** CAREER OPPORTUNITY *****



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS**

Position Title:	Director of Human Resources #19-24
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	CL-29/CL-30 (\$76,204 - \$146,365) *Depending upon qualifications and experience

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for a Director of Human Resources. The Director of Human Resources is the senior manager in charge of all human resources matters for the Court, providing a full range of human resources management services for the Northern District of Texas. The Director of Human Resources works closely with the Clerk of Court and is responsible for setting a strategic human resources vision and developing and implementing human resources policies and procedures. This position may be eligible for promotion to the next classification level without competition.

REPRESENTATIVE DUTIES:

1. Provides advice and assistance to judges, senior court executives, and court employees on a wide range of human resources and personnel matters, including compensation, benefits, recruitment and retention, organizational development, training, legal and regulatory compliance, and employee relations.
2. Serves as a strategic partner with executive management at assessing organizational needs and building a professional work culture that supports employee growth and development.
3. Assesses organizational requirements and implements processes, programs, policies and practices necessary to attain the objectives of the Clerk of Court.
4. Ensures compliance with all federal, state, and local employment laws, and with all federal judiciary and court personnel policies.

5. Ensures classification, compensation, and job qualification requirements conform to the appropriate judiciary requirements.
6. Performs and oversees duties related to payroll, workers' compensation, personnel action processing, and records maintenance.
7. Develops, implements, administers, and analyzes performance management and employee recognition programs.
8. Develops and manages recruitment, retention, assessments, training and succession planning processes.
9. Develops local human resources policies and procedures adapted from policies of the judiciary.
10. Develops and manages processes for new hire orientations and for employee separations to ensure efficiency and compliance with internal controls.
11. Provides employee counseling and oversees compliance with the District's Equal Employment Opportunity (EEO) and Employee Dispute Resolution (EDR) plan.

QUALIFICATIONS:

The ideal candidate is a highly motivated professional who is proficient in current human resources policies and procedures, employment law, and emerging issues. The candidate should be exceptionally well organized, innovative, and capable of using information technology to manage human resources data. The incumbent should have at least 10 years of human resources experience, including five years of executive management responsibility. The incumbent must also possess superior analytical research skills, outstanding written and oral communication abilities, and exceptional interpersonal skills. The incumbent must have skill in counseling employees with the ability to interact tactfully and maintain confidentiality. A bachelor's degree is required. An advanced degree in a related field is preferred.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #19-24
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.