

**UNITED STATES DISTRICT COURT  
DISTRICT OF MINNESOTA  
PROBATION OFFICE**

KEVIN D. LOWRY  
Chief Probation Officer  
300 S 4th St., Ste. 406  
Minneapolis MN 55415-1320  
612-664-5400  
FAX 612-664-5350

316 N Robert St., Ste. 600  
St. Paul MN 55101-1465  
651-848-1250  
FAX 651-848-1255

P.O. Box 1159  
Bemidji, MN 56619  
888-766-2110  
FAX 218-333-0102

515 W 1st St., Ste. 206  
Duluth MN 55802-1302  
218-529-3550  
FAX 218-529-3546

118 S Mill St., Ste. 304  
Fergus Falls MN 56537-2576  
218-739-0041 or  
612-664-5410  
FAX 218-739-0043

Reply to: **Minneapolis**

**NOTICE OF VACANCY**

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<b>ANNOUNCEMENT NO.:</b>	2008-11
<b>POSITION:</b>	Human Resources Specialist
<b>POSITION TYPE:</b>	Regular, Full-time (40 hours per week)
<b>POSITION LOCATION:</b>	Minneapolis, Minnesota
<b>OPENING DATE:</b>	Friday, July 11, 2008
<b>CLOSING DATE:</b>	Open Until Filled
<b>AREA OF CONSIDERATION:</b>	All sources
<b>SALARY RANGE:</b>	CL 27, Step 1 (\$45,981) through Step 61 (\$74,787) with future promotion potential to CL 28, Step 1 (\$55,135) through Step 61 (\$89,602) [Table L7 2008]. Starting level and salary are commensurate with experience and qualifications in accordance with the Court Personnel System.

The position will remain open until filled with the first cut-off date for application materials being Monday, July 28, 2008.

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**THE DISTRICT:**

U.S. Probation in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. A field office is located in the U.S. Courthouse at 316 North Robert Street, St. Paul. A second field office is located in the U.S. Courthouse at 515 West First Street, Duluth. A third field office is located in the U.S. Courthouse at 118 South Mill Street, Fergus Falls. The Probation Office serves the Judicial District of Minnesota which includes 87 counties.

**INTRODUCTION:**

The U.S. Probation Office in the District of Minnesota is currently seeking a talented, full-time Human Resources Specialist for our downtown Minneapolis office. This challenging position is responsible for providing a full range of Human Resources management services and advice to agency staff, including planning, developing, and implementing human resources policies, procedures, rules, regulations, and programs for the U.S. Probation Office. Providing high quality, responsive, and excellent customer service to agency staff is a key departmental goal.

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The successful candidate will participate as a team member in the agency's Administrative Services area, which includes Human Resources, Budget/Finance, Internal Controls, Space and Facilities, and Information Services. The Human Resources Specialist reports to the Administrative Services Manager.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

A Human Resources Specialist performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Reviews, researches, develops, recommends, and implements local Human Resources policies which are in compliance with policies established by the Judicial Branch of the Federal Government.
- Advises the Chief U.S. Probation Officer and other managers on Human Resources matters.
- Administers various Human Resources information systems (e.g., PPS, ELMR, HRMIS, and Hudson).
- Administers the benefits program providing information and assistance to agency staff in federal benefits areas, including health and life insurance, and retirement.
- Develops and administers all procedures for recruitment and selection of applicants for employment.
- Compiles statistics and prepares quarterly telework report and annual Fair Employment Practices report.
- Assists in managing the agency's personnel budget, forecasting scenarios, and making recommendations to management.
- Conducts routine internal audits on employee time and attendance and employee travel reimbursement reports to ensure accuracy and compliance with Judicial personnel policies and agency internal control requirements.
- Develops and implements staff training on compensation, benefits, orientation, policies and procedures, as well as other Human Resources related topics.
- Advises managers on relevant classification standards.
- Updates and develops position descriptions.
- Processes all Human Resource and payroll actions.
- Maintains confidential Human Resource records, including payroll, benefits, and leave.

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- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- A bachelor's degree in Human Resources Management or a closely related field from an accredited college or university is required.
- A minimum two (2) years of experience administering programs in a Human Resources department/setting is required. This experience must have included at least one of the following areas: recruitment and staffing, benefits, training and development, classification, performance management, employee relations, payroll and benefits administration, and/or organizational development.

### **COURT PREFERRED QUALIFICATIONS:**

- Public-sector Human Resources experience
- PHR or SPHR certification
- "Can do" approach

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent verbal/written communication skills
- Attention to detail
- Strong analytic skills
- Excellent organizational skills
- Ability to maintain confidentiality and handle sensitive information in a discreet and professional manner
- Creativity in meeting organizational goals with limited human and monetary resources
- Working knowledge of computer concepts (WordPerfect and Microsoft applications)
- Working knowledge of the rules, regulations, terminology, etc., of the various areas of Human Resources administration

### **APPLICATION PROCESS:**

To be assured consideration, please submit all of the following application materials:

1. Cover Letter
2. Résumé
3. Application for Employment (AO78 form) - found on our website <http://www.mnp.uscourts.gov/hrforms.html>

Incomplete submissions will not be considered. Emailed documents are highly preferred.

**Administrative Services Manager  
U.S. Probation  
300 South Fourth Street, Suite 406  
Minneapolis, Minnesota 55415-1320**

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**FAX: 612-664-5416**

**EMAIL: [hr-mnprob@mp.uscourts.gov](mailto:hr-mnprob@mp.uscourts.gov)**

All application materials received will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

The U.S. Probation Office 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 Administrative Services Manager. The decision on granting reasonable accommodations will be made on a case by case basis.

This position is considered "high-sensitive" and the selected applicant must undergo an Office of Personnel Management (OPM) background investigation and finger printing. Appointment will be classified as "provisional" pending the successful completion of the required background investigation. In addition, the incumbent will be subject to updated background investigations every five years.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay. Applicants must be U.S. citizens or eligible to work in the United States.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

The U.S. Probation Office is an Equal Opportunity Employer.