



# Training and Human Resources Manager

## U.S. Bankruptcy Court Southern District of California

### Salary:

CL-28/29 \$59,862 – \$115,748 (depending on qualifications).

Promotional potential to the CL-29 level without further competition.

### Posting Dates:

Friday, June 8 – Sunday, June 24, 2012

The U. S. Bankruptcy Court in downtown San Diego is seeking highly qualified candidates for the full-time managerial position of Training and Human Resources Manager. The Training and Human Resources Manager is a member of the Management Team and reports to the Chief Deputy Clerk.

### Representative Duties

- Develops and implements training programs to develop skill set of court staff. Responsible for operational training for all electronic files system users, including judges and attorneys, to ensure accurate filing and processing of case information.
- Responsible for all aspects of the human resources management including the formulation and implementation of human resources policies, standards and procedures.
- Supervises and plans work to be accomplished by training and human resources staff.
- Participates in organizational planning strategies and facilitates the implementation of organizational change.

### Minimum Qualifications

To qualify for the position of Training and Human Resources Manager, an applicant must have:

- Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative tools for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.
- Completion of a Bachelor's Degree.
- Two years of specialized experience, which is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (training, classification, staffing, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.
- Specialized experience may be substituted with the completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

### Preferred Qualifications

- Supervisory experience including ensuring work performed meets standards, resolving personnel issues, and communicating organization expectations.

## **Employee Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after fifteen years;
- 13 days paid sick leave per year;
- 10 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Life Insurance options;
- Federal Employees Retirement System;
- Immediate participation in the Thrift Savings Plan (401K plan);
- Optional participation in the Judiciary's Long Term Care Insurance Program;
- Optional participation in the Judiciary's Flexible Spending Program;
- Commuter Benefit Program (dependent on fiscal year funding);
- Continuing Education Assistance Program (dependent on fiscal year funding).

## **Information for Applicants**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one.

Applicants must be U.S. citizens or eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## **How to Apply**

**Preferred method** – submit your cover letter and resume through the court's website at [www.casb.uscourts.gov](http://www.casb.uscourts.gov).

Or, you may send your cover letter and resume by mail to:

Human Resources (THRMgr)  
U. S. Bankruptcy Court  
325 W. "F" St.  
San Diego, CA 92101-6991

Resume and cover letters will be accepted through Sunday, June 24, 2012.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.