

UNITED STATES PROBATION AND PRETRIAL SERVICES
DISTRICT OF NEW MEXICO



JOB VACANCY ANNOUNCEMENT
No. #16-20

POSITION: Human Resources Specialist

LOCATION: District of New Mexico, Las Cruces Divisional Office

STARTING SALARY: CL 27: \$47,390 - \$59,246 Annual Salary (DOE)

OPENING DATE: July 29, 2016

CLOSING DATE: Open Until Filled

POSITION OVERVIEW:

The United States Probation and Pretrial Services Office is currently accepting applications for Human Resources Specialist for the Las Cruces divisional office. The incumbent provides a full range of human resources services and advice to employees of the U.S. Probation and Pretrial Services Office.

REPRESENTATIVE DUTIES:

- Administers all benefits. Provides advice and assistance to employees and managers in federal benefits areas, including health and life insurance, and retirement. Provides training and guest speakers to provide additional information in area of specialty.
- Prepares the OWCP quarterly report of continuation of pay.
- Administers the Worker's Compensation (OWCP) Program. Responsible for working with employees to ensure completeness of forms and ensuring that forms are submitted in the correct time frame to the Department of Labor, Office of Worker's Compensation (OWCP).
- Administers the Employee Assistance Program (EAP) and performance management system.
- Conducts job analyses. Develops and updates position descriptions. Prepares job vacancy announcements.
- Reviews personnel and payroll actions such as change of address, leave without pay (LWOP), direct deposit, W-4 changes, appointments, promotions, and separations by the pay period cut-off dates.
- Tracks divisional office employee due dates for promotions, performance evaluations and within-grade increases.
- Assists the Administrative Unit as needed.
- Performs other duties as assigned

POSITION QUALIFICATIONS:

The **minimum requirement** for consideration as a Human Resources Specialist CL 27 is a bachelor's degree in a related field such as: human resources, business or public administration and two years progressively responsible experience in at least one, but preferably two or more functional areas of personnel management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of personnel administration. **Preferred Qualifications:** Specialized experience in Federal Benefits management.

The successful applicant must possess good multi-tasking management skills, have very strong interpersonal/verbal and written communication skills. The applicant must be a team player and flexible in a changing environment. Attention to detail is critical.

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

BENEFITS:

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the Federal Government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time regular employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in a choice of Federal Employees Health Benefits
- Optional participation in dental and vision programs
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits (FERS)
- Thrift Savings Plan
- Credit for prior Federal Government service
- Mandatory electronic deposit of salary payment.

INFORMATION FOR APPLICANTS:

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice. This job announcement may involve filling more than one position described herein. If a subsequent vacancy of the same position becomes available within 90-days of the closing date, the Chief United States Probation Officer has the discretion to select a candidate from the original qualified applicant pool.

Following initial review of applications, only qualified applicants will be selected for further screen which may consist of a test to measure knowledge, analytical and writing skills. Successful completion of these tests may be followed by an oral interview session.

Due to the volume of applications received, the United States Probation Office will only communicate to

those individuals who will be tested and/or interviewed for open positions.

Travel and relocation expenses will not be paid.

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

APPLICATION INSTRUCTIONS:

Applicants must submit a complete application package **via email** which includes: Application for Judicial Employment (AO 78 which can be found at: <http://www.nmcourt.fed.us/web/PBDOCS/pbindex2.html>), Letter of Interest, Resume and Official College Transcripts. **Failure to submit the entire packet will result in disqualification.**

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