

**U.S. PROBATION AND PRETRIAL SERVICES OFFICE
DISTRICT OF PUERTO RICO**



**VACANCY ANNOUNCEMENT 2024-04
HUMAN RESOURCES ASSISTANT**

The U.S. District Court, Probation and Pretrial Services Office for the District of Puerto Rico, is seeking fully bilingual candidates for the position of **Human Resources Assistant** as follows:

Court Personnel System Classification Level: CL24 (\$43,414 -\$70,610) plus 2.63% Cost of Living Allowance - subject to qualifications, experience, and budget constraints.

Closing Date: Open until filled.

About the Position: The U.S. Probation Office for the District of Puerto Rico is seeking a full-time Human Resources Assistant. The incumbent's responsibilities include providing human resources/training administrative and technical support functions and personnel transactions to the U.S. Probation Office and Pretrial Services Office to both law enforcement and non-law enforcement covered positions.

Position Duties and Responsibilities:

- Assists with processing a variety of human resources and payroll actions, such as appointments, promotions, separations, etc.
- Maintains and monitors human resources records, including payroll, leave and time keeping records using Human Resource Management Information System (HRMIS), adhering to national and court guidelines for the court unit.
- Assist with processing workers compensation claims forms.
- Gathers data for required reports, such as telework, fair employment practices, and workers compensation.
- Supports the recruitment process, including preparing and distributing announcements and coordinating interviews, and conducting reference checks. Reviews applications for completeness and determines if applicants meet minimum qualification requirements.
- Support employee relations tasks under the direction of HR Administrator/Supervisor.
- Assists in administering background and investigations checks, employment tests, fingerprinting, and issuing credentials and building access cards. Assists with new employee orientation, ensuring proper completion of new hire paperwork.
- Supports the processing of Judicial Interns/Externs with background checks, scheduling onboarding meetings, and maintaining associated records.

- Assist in tracking and entering time sensitive data, such as employees' date of promotion, performance evaluations, and step increases for the court unit.
- Assists with benefits program coordination including maintaining and distributing benefits materials, processing forms, addressing routine benefits questions, and resolving benefits issues for the court unit.
- Coordinates human resources related events such as federal employee health benefit forums and assist with employee recognition program.
- Assist with communicating human resources policy information.
- Assists with coordination and delivery of HR related programs by assisting with preparing training materials and resources, and scheduling resources, (e.g., meeting rooms, web-based resources, etc.)
- Performs other related duties as assigned.

Qualifications:

- Requires at least three to five years of specialized human resources administration experience.
- Specialized experience is defined as progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, and practices of human resources administration and involved the routine use of automated human resources systems.
- Experience with human resources procedures and practices as they relate to human resources management and processing related paperwork and transactions.
- Education may not be substituted for specialized experience.
- The incumbent must communicate effectively (orally and in writing) in English and Spanish languages, and be able to maintain extreme confidentiality, demonstrate sound ethics, judgment, and consistently interact appropriately with a wide variety of persons.

Education Qualifications:

- Bachelor's degree from an accredited college/university in a field of academic study such as human resources, psychology, sociology, human relations, business, labor or industrial relations, public administration or a related field required.

Applicant Information:

- **The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.** In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the agency may elect to select a candidate from the applicants who responded to the original announcement without posting the position.
- Only qualified applicants will be considered for this position. Employees of the U.S. Probation and Pretrial Services Office serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause).
- The initial appointment to this position is provisional pending the successful completion of the required fingerprint and background investigations. The U.S. Probation and Pretrial Services Office is a drug-free workplace and the applicant selected will also be required to participate in a drug screening and background test prior to employment.
- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense and relocation expenses

will not be provided.

- The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Application Procedure:

- Qualified candidates who wish to apply, must submit a cover letter and résumé in one PDF attachment detailing your education and work experience via email to: prphr@prp.uscourts.gov .
Only electronic applications will be accepted.

The U.S. Probation Office will only contact those qualified candidates who will be invited to interview. Phone calls will not be accepted.

Equal Opportunity Employer

Job Title	Human Resources Assistant	CL - 24
Occupational Group*	Administrative Court Support	

Job Summary

The Human Resources Assistant performs various functions providing administrative and technical support for human resources and training programs, personnel transactions, and activities, consistent with approved procedures and policies within the U.S. Probation and Pretrial Service Office.

Representative Duties

- Assists with processing a variety of human resources and payroll actions, such as appointments, promotions, separations, etc.
- Maintains and monitors human resources records, including payroll, leave and time keeping records using Human Resource Management Information System (HRMIS), adhering to national and court guidelines for the court unit.
- Assist with processing workers compensation claims forms.
- Gathers data for required reports, such as telework, fair employment practices, and workers compensation.
- Supports the recruitment process, including preparing and distributing announcements and coordinating interviews and conducting reference checks. Reviews applications for completeness and determines if applicants meet minimum qualification requirements.
- Support employee relations tasks under the direction of HR Administrator/Supervisor.
- Assists in administering background and investigations checks, employment tests and fingerprinting and issuing credentials and building access cards.
- Assists with new employee orientation, ensuring proper completion of new hire paperwork.
- Supports the processing of Judicial Interns/Externs with background checks, scheduling onboarding meetings, and maintaining associated records.
- Assist in tracking and entering time sensitive data, such as employees' date of promotion, performance evaluations, and step increases for the court unit.
- Assists with benefits program coordination including maintaining and distributing benefits materials, processing forms, addressing routine benefits questions, and resolving benefits issues for the court unit.
- Assist with communication of human resources policy information.
- Coordinates human resources related events such as federal employee health benefit forums and assist with employee recognition program.
- Assists with coordination and delivery of HR related programs by assisting with preparing training materials and resources, and scheduling resources, (e.g., meeting rooms, web-based resources, etc.)
- Performs other related duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Human Resources

- Knowledge of human resources rules, regulations, policies, procedures, and practices as they relate to processing human resources functions including compensation, benefits, recruitment data, records, and payroll transactions.
- Knowledge of training resources, procedures, and practices as they relate to the court units. Skill in planning and managing logistics to coordinate human resources and training associated events.
- Ability to interpret and implement federal judiciary guidelines and policies regarding human resources administration.

Court Operations

- Ability to learn court operations and legal terminology to gain or expand knowledge of the functions and procedures of the court unit.

Judgment and Ethics

- Knowledge of, and compliance with, the *Code of Conduct for Judiciary Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) and appropriately with different staff members and stakeholders within and outside the Judiciary. Skill in spelling, grammar, and proofreading.
- Able to handle sensitive employee information confidentially.
- Skill in preparing reports and a variety of materials to support human resources functions.

Information Technology and Automation

- Skill in the use of Human Resources Management Information systems to process human resources information and transactions.
- Skill in the use of automated equipment including word processing, spreadsheet, and database applications.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to assist with a variety of human resources transactions including coordination of recruitment, benefits, maintain accurate records, training and human resources activities and processing of payroll actions. The Human Resources Assistant ensures maintaining strict accuracy and adherence to the applicable policies, regulations, and protocols. The position ensures quality of service, and compliance with internal controls, government requirements, regulations, and policies, while preventing legal or personal liability against the unit executive and the employee. The scope of the role encompasses mainly providing support to accomplish the human resources and training programs, which impacts the judges, staff, public and the court unit served.

Factor 3 – Complexity and Decision Making

The job involves gathering and analyzing information to assist making well informed and complex decisions that impact outcomes. Decisions are based on knowledge of the policies, standards, practices, and guidelines related to human resources within the court unit. The Human Resources Assistant usually develops options and recommends a course of action based on experience and expertise and refer more complex matters to a more senior level staff person or supervisor.

Factor 4A – Interactions with Judiciary Contacts

The primary internal judiciary contacts are the court unit Senior executives, managers, staff and other court unit staff, the Federal Judicial Center, and Administrative Office staff for the purpose of processing and maintaining human resources and/or training records, forms, and files and assisting in administering human resources and/or training activities.

Factor 4B – Interactions with External Contacts

The primary external contacts are external job applicants, prior employers of job candidates, external training participants, and government agencies for the purpose of assisting with recruitment, human resources functions, and/or training activities. Often the first point of contact for applicants and external trainees' first impression of court.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site locations or temporary duty stations. Travel may be required. Occasional lifting of files or office equipment of up to 20 pounds may be required.