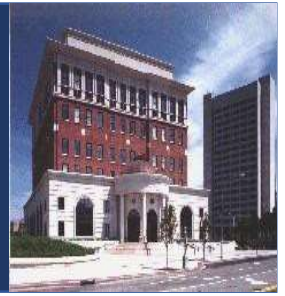




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



Position: Human Resources Supervisor (Shared Services)

Vacancy No.: 26-17

Location: 500 Pearl Street, New York, NY

Term: Permanent

Class Level: CL-27 to CL-28

Salary Range: \$70,392 - \$137,165 per annual

(Starting salary for non-Federal employees \$70,392 – \$105,481 depending on work experience qualifications)

Opening Date: 4/29/2026

Closing Date: Open until filled

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs
- On-site fitness center
- Employee assistance program (EAP)
- Mandatory enrollment in electronic funds transfer (EFT) for net pay

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.

OVERVIEW:

The United States District Court for the Southern District of New York is seeking a highly qualified and collaborative Human Resources Supervisor to lead and oversee human resources operations in a shared services environment supporting the Clerk's Office and the Probation Department. This position is responsible for supervising a team of HR professionals while delivering strategic human resources services, ensuring compliance with appropriate guidelines, policies, and internal controls, and supporting a professional, diverse, and high-performing workforce. The incumbent reports to the Human Resources Manager. This position serves in a non-executive high-sensitive role and requires a full-scope investigation and 5 year reinvestigation.

DUTIES AND RESPONSIBILITIES:

- Perform mission-related assignments and projects as assigned by the Human Resources Manager, for the Clerk's Office and Probation Department.
- Oversee the human resources office functions. Develop and assist in developing work standards and staff procedures. Supervise employees in the human resources department. Provide training on policies, procedures, and internal controls. Delegate and prioritize workload, including assigning and reviewing work. Evaluate performance and conduct employee performance evaluations. Identify concerns and resolve issues. Make recommendations regarding disciplinary action and employee recognition.
- Hold regular one-on-one meetings with human resources staff.
- Assist in the administration of human resources programs. Assess operational needs and provide input on ways to improve the efficiency of the human resources department.
- Administer the human resources management information systems.
- Analyze data and create related reports. Maintain accurate documentation, statistics, and employee records.

CONDITIONS OF EMPLOYMENT (continued):

In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

(1) U.S. citizen,

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees, interns and volunteers are required to adhere to the *Code of Conduct for Judicial Employees* available for public review on the [USCourts.gov website](http://USCourts.gov).

The successful candidate for this position is subject to a full-scope background investigation and reinvestigation every 5 years. This position is subject to mandatory electronic funds transfer for payment of net pay.

*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

- Develop, implement, and provide guidance regarding human resources policies, procedures, and standards, such as fair employment practices, employee grievances, and adverse actions. Provide employee relations counseling.
- Develop and administer recruitment programs; develop interview questions; screen, interview, and select candidates; recommend and negotiate salaries and present job offers.
- Review, research, and recommend action on workers compensation claims.
- Advise employees, managers, unit executives, and judges on human resources matters, procedures, and practices. Communicate with managers, unit executives, and judges regarding personnel matters, including employee relations, disciplinary actions, performance management, staffing, costs and cost projections, and related issues.
- Assist in administering the performance management system to include developing performance standards, rating criteria, and tracking appraisals. Identify performance issues that are impediments to the court's mission and make recommendations to address these issues.
- Assist in administering the leave tracking management systems to include enrollment, running reports and resolving complex time and leave matters.
- Communicate effectively (orally and in writing) to explain complex concepts and programs to individuals and groups with varying experience, backgrounds, and educational levels. Interact effectively and appropriately with others, provide customer service, and resolve difficulties while complying with regulations, rules, and procedures.
- Ensure that human resources operations comply with judiciary and local unit policies and procedures.
- Remain compliant with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and judgment at all times.
- Lead the development, implementation, and oversight of comprehensive training and professional development programs for court personnel, ensuring compliance with Judiciary policies and fostering a culture of continuous learning and growth.
- In the absence of the Human Resources Manager the incumbent acts on his/her behalf and performs duties as assigned.

REQUIRED QUALIFICATIONS:

To qualify at the CL-27, the applicant must have two years of specialized experience; or Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

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- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

To qualify at the CL-28, the applicant must have two years of specialized experience; or 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 fields closely related to the subject matter of the position.

PREFERRED EXPERIENCE:

An applicant who has performed the listed duties within the Federal Judiciary or other federal agency.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

The incumbent must have specialized experience that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: (1) Skill in developing the interpersonal work relationships needed to lead a team of employees, (2) The ability to exercise mature judgment, and (3) Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

Extensive knowledge of procedures and practices as they relate to human resources management and processing. Knowledge of reporting requirements for human resources paperwork, transactions, and data. Knowledge of national regulations and changes impacting policies, procedures, and fair employment practices.

Extensive knowledge of human resource management such as recruitment and staffing, classification and compensation, benefits, performance management, adverse action procedures, and equal employment opportunity.

Skill in analyzing organizational functions and making recommendations on staffing, organizational structures, and other human resources solutions.

Skill in evaluating and analyzing staffing needs and recruiting qualified candidates for all jobs in the court unit.

Knowledge of federal court operations, functions, and organizational structure. Knowledge of the *Guide to Judiciary Policies and Procedures*, the *Human Resources Manual*, and of internal controls guidelines.

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

Ability to communicate effectively (orally and in writing) to individuals and groups to provide training and/or explain human resources policies and activities. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.

Skill in recommending training initiatives to senior management. Skill in creatively presenting ideas and information. Skill in strategic planning for short-term and long-term training programs. Skill in listening and coaching effectively.

Skill in the use of automated equipment including word processing, spreadsheet, presentation, database, and financial systems applications, as well as automated human resources systems and other computer-based systems used by the court unit to process human resources information. Knowledge of applicable human resources software and web-based applications.

APPLICATION PROCEDURE:

To be considered for this position, please submit your:

1. Resume detailing your education and work experience.
2. Cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position.
3. AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from: www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment .

Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for an interview will be contacted. Successful candidates will participate in two rounds of interviews.

Please submit your application to: Careers@nysd.uscourts.gov



EQUAL OPPORTUNITY EMPLOYER

The U.S. Federal Courts are committed to equal employment opportunity without regard to race, color, religion, national origin, sex, age, disability, or any other protected characteristic.
