

OFFICE OF THE FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF OHIO

10 West Broad Street, Suite 1020
Columbus, OH 43215

Position Announcement 18-005 – Personnel/HR Administrator

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Personnel/HR Administrator to be stationed in the Columbus office. The Federal Public Defender operates under the authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A, to provide defense services for indigent persons in federal criminal cases and related matters in the federal courts.

Requirements: The successful applicant MUST have

1. a four-year college degree and 5+ years of related HR experience,
2. good interpersonal skills as well as oral and written communication skills,
3. strong analytical abilities with experience in organization, research, review, analysis and presentation of information and data,
4. ability to consistently exercise good judgement and sound ethics in a mature and diplomatic manner,
5. knowledge of, and compliance, with HR policies, employment law trends and emerging issues,
6. comprehensive knowledge of personnel management principles and employee relations practices,
7. ability to deal with many different types of people, resourcefulness, creativity, initiative, drive, tact and discretion.
8. knowledge of Microsoft Office applications including Word, Excel, and Outlook, and PeopleSoft (or similar information management system).

Duties: This position includes but is not limited to

1. ensuring compliance with Federal and local personnel and employment practices,
2. review, research, develop and recommend personnel policies to management team, including recruitment, classification and compensation, benefits, performance management and EDR plans,
3. provide technical expertise and advice to the management team on various issues including employee development, position standards, job descriptions, standards of conduct, performance standards and appraisals, and disciplinary proceedings.
4. assist in developing procedures for recruitment and selection of application for employment as well as performing employment security processing.
5. Planning and administering orientation programs, training plans, and other programs and services related to human resource needs,
6. Coordinating and administering various benefits programs including health and life insurance benefits, leave polices, worker's compensation program, Employee Assistance Program (EAP) and retirement benefits,
7. Processing personnel and payroll actions such as appointment, promotions, separations, terminations and retirements, while maintaining required personnel records.

Prior Judiciary or Federal Government human resources experience is a plus. The successful candidate will be subject to a background check as a condition of employment. A reliable vehicle and a valid driver's license is required, as travel will be necessary.

Salary and Benefits. Starting salary will be commensurate with the experience and qualifications of the applicant. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits including health and life insurance, retirement and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: Qualified persons may apply by submitting a letter of interest outlining experience, resume, and two work references in PDF format to OHS_employment@fd.org. Position will be open until filled.

The Federal Public Defender, Southern District of Ohio is an equal opportunity employer. Women, minorities and individuals with disabilities are encouraged to apply. The FDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case by case basis. One or more applicants may be selected from this posting. This position is subject to the availability of funds.