The Federal Public Defender for the Middle District of Florida is accepting qualified candidate applications for the position of Personnel Administrator in the **Tampa office**. There are four other offices located in Jacksonville, Orlando, Ocala, and Ft. Myers, as well as a Capital Habeas Unit (CHU) located in Tampa. Travel to the other offices is required. We are a large district with over 120 employees. 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.

We are seeking a Human Resources Specialist who is an experienced, detailed oriented individual, with a reputation for personal integrity. As Personnel Administrator, you will be responsible for benefit administration for employees, assisting the Defender in writing and improving human resources policies; regularly conduct salary assessments; implement recruitment standards; and administer leave tracking. This position reports to the Federal Defender.

**Position Title:** Personnel Administrator #2021-004

**Duty Station:** The duty station for this position will be in our Tampa office. Travel to the other four offices is required.

**Grade / Salary Range:** Grade 09-12. $53,433 to $100,739. Salary depends on experience and qualifications. General Schedule (GS) pay rates can be found at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/21Tables/html/RUS.aspx

(This position is subject to the availability of Federal funds. Salary is dependent upon experience and budget approval.)

**Representative Duties:**

Perform duties related to salary assessment for the Federal Defender, advise Defender on employment and payroll decisions based on thorough understanding of the Defender Organization Classification System (DOCS). Ensure hiring and promotion practices comply with equal employment opportunities guidelines. Research and implement salary transactions, such as promotions, temporary pay adjustments, new appointments and extensions, discretionary steps, monetary recognition awards, and other personnel actions. Review all personnel actions; ensuring actions are in line with judicial policies and procedures and meet established deadlines. Prepare quarterly salary reports. Utilize automated systems: Human Resources Management Information System (HRMIS) and the InfoWeb Pay Projection System (iPPS) to prepare personnel action projection reports.

Assist with developing and reviewing recurring staffing plans. Research, review, and analyze data and information on employment practices, classification standards, and other statistical data. Conduct job analyses; amend and write position descriptions; prepare job announcements and make appropriate hiring recommendations to the Defender. Assist with the recruitment process, as needed: coordinate interviews; maintain interview information, application demographic statistics, and electronic recruitment files.

Assist the Office Administrators with time and attendance management including auditing and correcting discrepancies in the leave management system, troubleshoot issues and concerns and competently advise employees and managers on leave policy (e.g., family leave procedures) and administration. Responsible for bi-weekly payroll processing; submission of intern work hours; year-end leave reconciliation; maintenance of leave records; and report manipulation. Monitor employees under the Family Medical Leave Act, Paid Parental Leave, Voluntary Donated Leave Program, Workers' Compensation and other leave programs. Develop leave training for new and current employees.

Participate in training activities related to Human Resources: maintain training records, enroll staff in internal and external training, and prepare/coordinate materials/resources for district workshops/conferences.

Perform duties related to benefit administration including respond to routine benefits questions, resolve benefit issues,
Assist with office duties as needed including office sponsored events, Employee Recognition Ceremony, outreach programs and other duties as assigned/required.

**Required Qualifications:**

- A reputation for personal integrity.
- Bachelor’s degree from an accredited college or university in a related field.
- At least four years of progressively responsible experience in at least one but preferably two or more functional areas of human resources management (performance management, compensation, recruitment, training, benefits, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.
- Excellent organizational skills, attention to detail, and the ability to research and analyze information skillfully; multi-task and meet established deadlines.
- Demonstrate sound judgement and strictly adhere to confidentiality requirements.
- Superior interpersonal communication and writing skills. Excellent customer service skills.
- Ability to work independently and as a member of a close-knit team. Ability to adapt to changing priorities and take on various tasks as needed.
- Skill in the use of automated human resource systems, word processing and spreadsheet programs. Efficient in database management. Knowledge of MS Office 365 applications.

**Preferred Qualifications:**

- Experience within the Federal Judiciary or related experience in a court, government agency, or equivalent environment
- Certification in the one of the following areas:
  - Professional in HR Certification (PHR)
  - Society for Human Resource Management’s Certification (SHRM)
  - Senior Professional in HR (SPHR)
- Experience as a Human Resources Generalist; performing all aspects of Human Resources management

**Conditions of Employment:** U.S. Citizenship or eligibility to work permanently in the United States is required. Positions with the Federal Public Defender are at-will, excepted service appointments. Selectees are subject to a successful completion of a background investigation and fingerprinting. All employees of the Federal Public Defender are required to adhere to the Code of Conduct for Judicial Employees. The position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

**Benefits:** Federal benefits include paid vacation, sick leave, and holidays. Optional benefits include health, dental and vision insurance, disability and life insurance, long-term care coverage, flexible spending accounts, retirement benefits which include a tax-deferred savings plan (401K) with employer matching contributions, continued health coverage, and a monthly pension.

**How to Apply:** Please submit a single PDF application packet (subject line to indicate “Application Personnel Administrator 2021-04”) that includes:

1) A cover letter detailing relevant experience and how you meet the qualifications of the position
2) Resume (include current salary; grade/step if federal employee)
Please submit your application materials (PDF format preferable) via email to:

Federal Public Defender – Middle District of Florida  
Adam Rashkind, Administrative Officer  
Adam_Rashkind@fd.org

Phone inquiries can be directed to Mr. Rashkind at (407) 480-5043.

Applications: This position is open until filled. Interviews will be conducted by video conference. Interviews for this position will begin on or after May 31, 2021.

The Federal Public Defender’s office is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is based on experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. One or more applicants may be selected from this posting. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Mr. Rashkind at (407) 480-5043. The decision on granting reasonable accommodations will be made on a case by case basis.

POSTING DATE: May 7, 2021