FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF MISSOURI 1000 WALNUT, SUITE 600 KANSAS CITY, MO 64106

LAINE CARDARELLA FEDERAL PUBLIC DEFENDER

Office: (816) 471-8282 Fax: (816) 471-8008 (WEB): <u>www.mow.fd.org</u>

Position Announcement

Position: Personnel Administrator	Location: Kansas City, MO
Deadline: open until filled; position subject to availability of funds	Posted: March 11, 2024

Who We Are: We work to keep people who are charged with federal crimes out of prison. Our clients are people who cannot afford private counsel. We take a holistic approach, designed to protect our clients' rights, and center their humanity at every stage of the criminal case. The Western Missouri FPD is a high-energy workplace that promotes diversity, collaboration, and fairness.

Who You Are: You have graduated from an accredited university in the field of business, business administration, human resources, personnel management, or the equivalent, and you have a minimum of 3-years of related human resources experience. Experience with the Federal court system is desirable.

You are resourceful, creative, consistently demonstrate initiative, and are goal oriented. You consistently show tact and discretion. You have good interpersonal skills as well as oral and written communication skills. You have strong conflict resolution skills, and strong analytical skills with experience in organization, research, review, analysis and the presentation of information and data. Your ethical compass is strong, and you consistently exercise good judgment. You deal with other employees in a mature and diplomatic manner by relying on your knowledge of and compliance with human resource policies, employment law trends and emerging personnel issues. By using your comprehensive knowledge of personnel management principles and employee relations practices, you can deal with many different types of people from a variety of backgrounds and experiences.

You are computer literate, familiar with Windows OS and are proficient with Microsoft Office applications, including Excel. Knowledge of and experience with PeopleSoft (or similar information management systems) is a plus.

What You'll Do: The Personnel Administrator, a new role in our office, will serve a critical role for the FPD. We are looking for someone who can help us create this job using your expertise in human resources and personnel management.

After an introductory period, hybrid work may be available as responsibilities allow. **This is not a remote position.**

In general, the ideal candidate will demonstrate capability and qualifications in the following areas:

- The ability to ensure compliance with Federal and local personnel and employment practices by reviewing, developing, and recommending personnel policies to the management team.
- Leading the recruitment and selection process and making recommendations regarding hiring decisions, compensation, and reporting/organization structure.
- Regularly reviewing employee classification and compensation.
- Coordinating and administering benefit programs including health and life insurance, leave, worker's compensation program, Employee Assistance Program (EAP), and retirement benefits.
- Serving as the point of contact for questions and issues about benefit programs, as well as staying abreast on benefit offerings/changes to benefits offerings, and keeping employees informed.
- Leading the performance management process and being informed regarding the EDR plan and

process.

- Providing guidance, coaching, and advice to the management team on issues including employee development, position standards, job descriptions, standards of conduct, performance standards and appraisals, and disciplinary issues.
- Processing personnel and payroll actions such as appointments, promotions, separations, terminations, and retirement, while maintaining required personnel records.
- Commitment to DEIB principles, and the ability to further those principles in our offices.
- Other duties as assigned.

Salary and Benefit Details: The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$60,905 (JSP-9 Step 1) to \$88,324 (JSP-12, Step 1) per annum based on the Judiciary Salary Plan with KC Locality Payment Included. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Since this is a high-sensitive position, the selected candidate must successfully complete a ten-year, or five year, background investigation with periodic updates every five years thereafter.

Equal Opportunity Employer: The Federal Public Defender for the Western District of Missouri is an equal opportunity employer. No personnel actions or practices (including hiring, termination, promotion, demotion, advancement, or terms and conditions of employment) are based on an individual's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status.

Apply Now: Please send your letter of interest, resume, and three professional references in a single pdf document to fpdmow@gmail.com. Preference will be given to resumes received by April 12, 2024. No phone calls please. This position is subject to funding.