

FEDERAL PUBLIC DEFENDER OFFICE

Districts of
Massachusetts
New Hampshire
Rhode Island

Tara I. Allen, Federal Public Defender

51 Sleeper Street, Fifth Floor
Boston, Massachusetts 02210

Telephone: 617-223-8061
Facsimile: 617-334-7991

POSITION ANNOUNCEMENT

Personnel Specialist (Full-Time)

MA/RI/NH

September 2026

Position: Personnel Specialist (Full-Time)
Location: MA/RI/NH
Deadline: Applications will be accepted until the position is filled. Priority consideration will be given to applications received by September 30, 2026

THE POSITION

The Federal Public Defender Office seeks a full-time Personnel Specialist to provide a full range of human resources generalist services essential to the efficient operation of offices located in Massachusetts, Rhode Island, and New Hampshire. This position plays a critical role in strengthening the office's organizational culture, assisting in transformational Human Resources (HR) initiatives, and supporting change-management efforts that enhance staff performance and office effectiveness.

ABOUT OUR OFFICE

Our office is dedicated to the zealous representation of individuals accused of federal crimes who cannot afford to hire private counsel. We represent clients from arrest through trial and sentencing (if convicted), as well as on appeal—including before the U.S. Supreme Court—and in collateral federal habeas corpus proceedings. Our work is constitutionally mandated, client-centered, and mission-driven. We embrace the unique contributions that varied backgrounds, social identities, and lived experiences bring to our office and our representation.

MAJOR DUTIES AND RESPONSIBILITIES

- Administer employee benefits programs, including health benefits, life and disability insurance, workers' compensation, retirement programs, and leaves of absence.
- Support and ensure compliance with Equal Employment Opportunity (EEO) requirements and maintain all necessary reporting and documentation.
- Ensure hiring, promotion, and personnel practices comply with applicable laws, regulations, and EEO guidelines.
- Process human resources and payroll actions such as appointments, promotions,

evaluations, and separations.

- Coordinate recruitment activities, including interview scheduling, employment tests, applicant communication, and tracking hiring statistics.
- Maintain and continually improve the office's orientation program for new employees, covering administrative, personnel, and procedural matters.
- Assist in training, researching, developing, updating, and recommending HR policies and procedures.
- Participate in transformational HR initiatives aimed at improving organizational effectiveness, employee engagement, and HR service delivery.
- Support change-management activities related to new policies, organizational initiatives, or process improvements.
- Evaluate employee performance documentation for compliance and assist supervisors in understanding evaluation processes.
- Perform additional duties as determined by the Federal Defender or the management team.

REQUIREMENTS

Applicants must:

- Have five years of progressively responsible experience, including at least two years in human resources and/or benefits management.
- Hold a bachelor's degree from an accredited college or university.
- Be proficient in Microsoft Word and capable of using or learning Microsoft Teams, Adobe Acrobat, Excel, and other technology tools for reviewing, processing, and organizing information.
- Have strong communication skills and the ability to work effectively in a high-volume, fast-paced environment.
- Understand and maintain confidentiality regarding sensitive personnel and office information.
- Be able to interpret, analyze, and apply relevant policies, procedures, and regulations to office operations.
- Exercise sound judgment with maturity, professionalism, and diplomacy.
- Possess a general understanding of office practices and legal processes.
- Recognize and analyze problems and recommend practical, effective solutions.
- Be a U.S. citizen or possess authorization to work in the United States.
- Demonstrate the ability to work independently and collaboratively
- Be patient, dignified, respectful, and courteous in the workplace.

PREFERRED EXPERIENCE

The following experience is strongly preferred but not required:

- Experience performing transformational HR work or supporting organizational change initiatives.

- Experience working with or for a federal government agency or private law office.
- Comprehensive knowledge of personnel management principles, practices, and methods.
- Knowledge of employee relations practices and relevant legal and regulatory frameworks.
- Ability to analyze complex HR and personnel management issues and recommend effective actions.
- Knowledge of human resources operations within a legal or litigation environment.
- Experience as a personnel manager or HR professional with progressively responsible duties.

SALARY AND BENEFITS

Starting salary for the Personnel Specialist position will be set commensurate with the experience and qualifications of the applicant, JSP-9/1 to JSP-12/10, currently yielding \$69,905 to \$131,790 per annum. Among the many benefits of employment are the Federal Employees Retirement System, the Thrift Savings Plan (401(k)), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance. Salary is payable only by direct deposit.

HOW TO APPLY

Applicants must send an e-mail to HRBoston@fd.org that is titled “Personnel Specialist” and contains a single Adobe.pdf document with:

- ☐ A Cover Letter explaining your interest and qualifications
- ☐ A Resume with 3 (three) professional references and 2 (two) personal references
- ☐ Form AO-78 (found at <https://www.uscourts.gov/sites/default/files/ao078.pdf>)

*No Calls Please. Applicants who apply without submitting all required documents will not be considered. Applications will be accepted until the position is filled. Priority consideration will be given to applications received by **September 30, 2026**.

Candidates requiring an accommodation should contact Tina Collins-Kent@fd.org.

The selected candidate will be subject to a background check and investigation, including fingerprinting, and a subsequent favorable suitability determination for employment. This position is subject to availability of funding.

**The Federal Defender Office for the Districts of MA, NH, and RI
is an equal opportunity employer.**