



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 05-12-038E	OPENING DATE: 06-18-12	OPEN UNTIL FILLED First Screening 07-16-12	OPEN TO ALL APPLICANTS
POSITION: Human Resources Specialist (HRIS Manager) JS-14	TYPE OF APPOINTMENT: Career Service		SALARY: \$105,221 - \$136,771 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Human Resources	LOCATION: 616 H Street, NW		TOUR OF DUTY: Full-time

Applicants who previously applied for this position are still under consideration, and need not reapply.

BRIEF DESCRIPTION OF DUTIES: Incumbent is the senior staff advisor and technical authority for all HR management automated systems in the DC Courts. Responsible for planning, organizing and directing systems implementation initiatives. Serves as a team member and/or project lead on HR automated systems development, gathering requirements, business process alignment and deployment on a Court-wide basis, e.g. HRIS, eOPF, FHR, Automated Staffing, T&A, etc. Coordinates exchange of HRIS information among system users throughout the Courts, leading necessary system modification and enhancement activities prototyping new systems. Serves as the lead technical authority on interfaces of programming and user requirements with system capability, and monitors system documenting, testing, and application techniques. Serves as project lead for developing management plans and schedule implementation time-frames, as well as design criteria and testing methods. Advises and trains employees and managers in function capabilities and usage. Develops Court policy and Division procedures for operations, maintenance, and security of automated HR systems. Develops and implements Division security policy, as well as Court-wide policy and procedures for secure HR systems. Represents Courts and Division with USOPM, OMB, the National Business Center, and other Federal agencies in assigned functional and program areas related to HR automated systems. Addresses and resolves controversial and precedent-setting issues through application of technical expertise and conference leadership skills. Develops position and briefing papers and materials to advance recommendations and to ensure adequate coverage of technical and policy issues, and adherence to legal and regulatory requirements. Assesses needs for human capital initiatives, by gathering and analyzing data, and preparing reports with findings and recommendations.

MINIMUM QUALIFICATIONS: A bachelor's degree in human resources management, business or public administration, information technology, or a related field; plus six (6) years of experience implementing, operating, evaluating and modifying Human Resources Integrated Systems. **Documentation of education must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: Complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF) for the following ranking factors. Describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to attach the Supplemental Application Form and respond to each one of the ranking factors will disqualify you from further consideration.**

1. Knowledge of and experience with HR integrated systems, in order to conduct special projects and studies, interpret data, evaluate HR system requirements, and serve as the specialist on all activities related to HRIS.
2. Knowledge of automated integrated systems technology, in order to plan, organize and direct automated HR systems initiatives, develop applicable standards and guidelines, advise system planners, integrate implementation and operational efforts Court-wide, evaluate system vulnerabilities, and implement systems security tools and procedures.
3. Experience in using research methods, information-gathering techniques, and analytical skills to research employee HR integrated systems, and skill in applying techniques for developing new or modified work methods, approaches, and procedures.
4. Excellent written and oral communication skills in order to develop and deliver briefings, project papers, and status/staff reports, formulate and present arguments and advisory opinions, and prepare reports, policies, procedures and correspondence to managers, in order to foster understanding and acceptance of findings and recommendations.
5. Ability to direct and provide oversight of a team engaged in special studies and projects affecting major HR integrated systems initiatives and policies.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

Submit D.C. Courts Application and Supplemental Application Form:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; FAX to (202)879-4212; email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

SUPPLEMENTAL APPLICATION FORM

Human Resources Specialist (HRIS Manager)

Human Resources Division

APPLICANT NAME: _____

APPLICANT SOCIAL SECURITY NUMBER: _____

The following five Ranking Factors will be used to rate your qualifications for HR Specialist (HRIS Manager). For each of the five factors, check the statement below the factor that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** If you need more space for your verification, please attach additional sheets of paper.

1. Knowledge of and experience with HR integrated systems, in order to conduct special projects and studies, interpret data, evaluate HR system requirements, and serve as the specialist on all activities related to HRIS.

A. Experience:

- I have not used this knowledge in a full time position.
- I have used some of this knowledge as part of a team/unit involved in HR information systems concepts and practices.
- I have used most of this knowledge extensively in a full time position with occasional monitoring by a supervisor when necessary.
- I have a high level of knowledge and extensive expertise in utilizing this knowledge. It is a major part of my responsibilities. Because of my expertise, I am normally consulted by others to assist them with this factor.

Provide a brief description of your experience utilizing this knowledge in each of the human resources areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

2. Knowledge of automated integrated systems technology, in order to plan, organize and direct automated HR systems initiatives, develop applicable standards and guidelines, advise system planners, integrate implementation and operational efforts Court-wide, evaluate system vulnerabilities, and implement systems security tools and procedures.

Experience:

- I have not had an opportunity to use this knowledge. It is not a normal part of my responsibilities.
- I have used this knowledge as part of a team/unit involved with human resources integrated systems. I shared responsibility for this ability with others.
- I have used this knowledge extensively in a full time human resources position with close monitoring by a supervisor when necessary.
- I have a high level of knowledge and extensive experience and expertise in this area. Because of my knowledge and expertise, I am able to assist others with this factor.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

3. Experience in using research methods, information-gathering techniques, and analytical skills to research employee HR integrated systems, and skill in applying techniques for developing new or modified work methods, approaches, and procedures.

Experience:

- I have not had an opportunity to use this experience. It is not a normal part of my responsibilities.
- I have used this experience as part of a team/unit involved in human resources management. I shared responsibility for this using this experience with others.
- I have used this experience extensively in a full time human resources position with close monitoring by a supervisor when necessary.
- I have a high level of knowledge and extensive expertise in utilizing this skill. Because of my expertise, I am consulted by others to assist them with this factor.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

4. Excellent written and oral communication skills in order to develop and deliver briefings, project papers, and status/staff reports, formulate and present arguments and advisory opinions, and prepare reports, policies, procedures and correspondence to managers, in order to foster understanding and acceptance of findings and recommendations.

Experience:

- I have not used this skill in a full time position.
- I have used this skill in a limited capacity over the past year. I have made presentations, on a limited basis, to peers or subordinates on a limited range of topics.
- I have used this skill over the past two years on a daily basis. I develop and present orally and in writing to superiors, after my presentations are reviewed and approved by a supervisor.
- I have used this skill extensively over the past three years on a daily basis. I have excellent oral and writing presentation skills, and have advised a wide variety of personnel from executive level to the public. I am considered an outstanding presenter.

Provide a brief description of your experience utilizing this skill, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

5. Ability to direct and provide oversight of a team engaged in special studies and projects affecting major HR integrated systems initiatives and policies.

Experience:

- I have not had an opportunity to display this ability. It is not a normal part of my responsibilities.
- I have used this ability as part of a team/unit involved in program and policy-related special studies and projects. I shared responsibility for this ability with others.
- I have used this ability extensively in a full time human resources position with close monitoring by a supervisor when necessary.
- I have a high level of ability in utilizing this skill. It is a major part of my responsibilities. Because of my expertise, I am normally tasked with being the lead in conducting special studies and projects.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:
