



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE**

POSITION ANNOUNCEMENT

Opening Date:	February 7, 2025
Vacancy Number:	SHR-25-01
Position Title:	Shared Services Human Resources Specialist II
Salary Range:	Classification Level 28/Step 1: \$70,894 to Step 61: \$115,213, Starting salary commensurate with experience and qualifications.
Position Location:	Nashville, Tennessee
Closing Date:	Open until filled with preference given to applications received by March 7, 2025

Position Summary

The United States District Court for the Middle District of Tennessee is accepting applications for a Shared Services Human Resources Specialist II (“Shared HR Specialist”) to serve multiple Court units, specifically the Probation and Pretrial Services Office and District Court Clerk’s Office (collectively, “Court Units”). The successful candidate will report daily to the Fred D. Thompson U. S. Courthouse & Federal Building in Nashville, Tennessee. The Shared HR Specialist performs and coordinates administrative, technical, and professional work related to human resources (“HR”) programs for the Court Units and supports the associated needs of Court staff. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The Shared HR Specialist will report to the Court Unit Executives or their designees.

Summary of Representative Duties and Responsibilities

- Perform duties related to benefits administration, recruitment, classification, payroll, workers’ compensation, personnel action processing, records maintenance, etc., for the Court Units based on varying needs and priorities. Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize automated systems for HR activities, including leave tracking, electronic records management, performance management, etc.

- Formulate, implement, and administer the full range of HR policies, procedures, and standards for the Court Units with varying needs and priorities. Review, research, develop, and recommend HR policies for the Court Units.
- Ensure adherence to the *Guide to Judiciary Policy* and the Administrative Office of U.S. Court's *Human Resources Manual* regarding HR practices and separation of duties. Update HR section of the internal controls manual, as may be directed by the Court Unit Executives.
- Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to Court Unit Executives.
- Coordinate with managers and Court Unit Executives for each Unit on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases.
- Advise Court Unit Executives, managers, judges, chambers staff, and employees on HR matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, benefits, and related issues. Participate in management meetings for each Court Unit as necessary.
- Advise Court Unit Executives, judges, and managers on leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Prepare and conduct training in HR related areas such as benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.
- Develop and maintain fair employment policies and practices. Coordinate procedures of the Employee Dispute Resolution (EDR) Plan and serve as EDR Coordinator for each Court Unit. Maintain and compile accurate data on these programs and prepare year-end reports. Assist with grievance and adverse action procedures.

Required Competencies

- Broad knowledge of recruitment and staffing, classification, compensation, benefits, performance management, adverse action procedures, and equal employment opportunity requirements.
- Skill in making recommendations for solving HR management issues and problems.
- Skill in developing and presenting training programs.
- Skill in recruiting qualified candidates.
- Ability to consistently demonstrate confidentiality, sound ethics, and judgment.
- Ability to communicate effectively (both orally and in writing) to individuals and groups to present explanations of complex HR benefits, policies, and procedures and provide training.
- Ability to interact effectively and appropriately with others, provide excellent customer service, and resolve difficulties while complying with regulations, procedures, and confidentiality requirements.
- Ability to interact professionally with a wide variety of people.
- Skill in facilitating discussions with managers and employees regarding performance management and fair employment practices.
- Skill in the use of a variety of automated equipment and applications, including word processing, spreadsheet, and database applications, and performance management systems.

Preferred Competencies

- Knowledge of federal judiciary HR policies, processes, reports, and relevant guidelines.
- Familiarity with the *Guide to Judiciary Policy*, the Administrative Office of U.S. Court's *Human Resources Manual*, and personnel processing procedures for chambers staff, non-chambers staff, and/or law enforcement officers.

Qualifications

Minimum Qualifications: To be eligible for appointment at classification level (CL) 28, a candidate must possess a minimum of two years of specialized experience in HR equivalent work (as defined below) and completion of a bachelor's degree in HR management or a related field of study.

A successful candidate must be professional, responsible, organized, and meticulous, possessing strong analytical skills, discretion, tact, good judgement, initiative and the ability to maintain confidentiality and work with a wide variety of people with diverse backgrounds.

- "Specialized experience" is progressively responsible experience and demonstrated ability in the area of HR administration that provides extensive knowledge of the related rules, regulations, and terminology.
- "Qualifying specialized experience" is that which demonstrates knowledge, skills, and ability in areas of recruitment and staffing, classification and compensation, benefits, performance management, payroll, and employee relations.

Preferred Qualifications: In addition to the minimum qualifications, preference will be given to candidates who also possess any of the following:

- Five or more years as an HR professional supporting 100+ employees;
- HR experience with the federal judiciary, federal government, or law enforcement agency;
- Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) certification; and
- A master's degree in HR or related field of study.

Benefits

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System.

Background Investigation Requirements

This is a highly sensitive position within the Judiciary. Employment will be considered provisional pending successful completion a background investigation, credit check, and a favorable suitability determination. Investigative updates are required every five years. A social media inquiry may also be a condition of employment.

Conditions of Employment

- Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants may be asked to participate in proficiency tests.
- Verification of employment, education and reference checks will occur before any offer of employment.
- Employees of the United States Courts serve under “Excepted Appointments” (not civil service) and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, applicants may be selected from the candidates who responded to the initial announcement without posting the vacancy.

Application Procedure and Additional Information

Qualified persons are invited to submit:

- Letter of interest,
- Current resume,
- Completed application for judicial branch employment, Form AO-78 (available at [Human Resources Forms | Middle District of Tennessee](#)), and
- Contact information for three professional references.

Application materials should be submitted to apply@tnmp.uscourts.gov with the subject line “Shared HR Specialist.”

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please send an email to apply@tnmp.uscourts.gov. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Only candidates selected for an interview will be contacted. Applicants selected for interview must travel at their own expense.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

***The United States District Court for the Middle District of Tennessee
Is An Equal Opportunity Employer***