



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA**

[WWW.LAED.USCOURTS.GOV](http://WWW.LAED.USCOURTS.GOV)

WILLIAM W. BLEVINS  
CLERK OF COURT

VERÓNICA RAMÍREZ  
CHIEF PROBATION OFFICER

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** ASSISTANT ADMINISTRATIVE SERVICES MANAGER  
**POSITION LOCATION:** NEW ORLEANS, LOUISIANA  
**VACANCY ANNOUNCEMENT #:** 19-DSC-16  
**OPENING DATE:** MAY 13, 2019  
**CLOSING DATE:** FRIDAY, MAY 31, 2019  
BY CLOSE OF BUSINESS 5:00 PM CENTRAL DAYLIGHT TIME  
**JOB CLASSIFICATION/GRADE:** CL-29  
**SALARY RANGE:** \$70,965-\$115,313  
(DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

**POSITION OVERVIEW**

The United States District Court/Probation Office, for the Eastern District of Louisiana, are seeking qualified applicants for the full-time permanent position of Assistant Administrative Services Manager, **vacancy announcement #19-DSC-16**. The Assistant Administrative Services Manager is located in the Shared Administrative Services Unit and supports the District Court and Probation Office, performing professional and managerial work related to supervision, policy, and oversight of procurement, human resources, space & facilities, audit, and emergency preparedness (SAFE) operations in a shared administrative services environment. The incumbent primarily directs human resource and SAFE personnel and ensures compliance with the appropriate guidelines, policies, and approved internal controls. However, the incumbent will assist the Administrative Services Manager, as to the direction of all unit staff, accordingly.

**REPRESENTATIVE DUTIES AND REQUIRED COMPETENCIES:**

- Assist in managing and oversight of the Shared Administrative Services division, to include the supervision of a staff.
- Manage and direct day-to-day responsibilities of staff assigned to the Human Resources and Space, Audit, Facilities, & Emergency Preparedness (SAFE) units. Advise on non-routine questions and ensure consistent communication and response to questions and problems raised with staff or outside entity.
- Research, analyze, develop, recommend, monitor, and revise policies and procedures for general operation of Human Resources and SAFE. Ensure compliance with internal policies and procedures, as well as with external requirements imposed by law, Judicial Conference policy, and other policies, standards, and regulations.
- Consult with and make staffing recommendations to each court unit's management team. Work with Budget Administrator concerning routine reconciling of payroll. Provide advice on organizational structures and classification standards, and guide management on human resource related changes.
- Initiate, recommend, and assist with the development of strategies for use in the development of performance management tools for each court unit that are consistent with the court's philosophy, and

reflect each court unit's culture. Develop performance management tools for each court unit. Develop and classify position descriptions, evaluation tools, performance standards, and rating criteria. Advise unit executives, supervisors, and teams on the evaluation of staff performance throughout the year. Provide oversight of a tracking system for evaluations and salary increases district-wide.

- Review the Guide to Judiciary Policy, Human Resources Manual, and U. S. Courts Design Guide to confirm adherence to human resources, budget, construction, and procurement practices. Assist in developing and updating internal control policies and procedures impacting Human Resources, SAFE, all to prevent fraud, waste, and mismanagement. Maintains internal control documentation.
- Consult with and provide advice to judges, managers, and employees district-wide on human resources issues, procedures, and practices, including employee relations, disciplinary actions, performance management, staffing, payroll, cost projections, and related matters.
- Develop strategies to influence authorities and facilitate discussions regarding human resources issues. Work with management to anticipate and address potential employee relations issues. Develop and maintain fair employment policies and practices. Coordinate the court's Employee Dispute Resolution Plan and Adverse Action Plan. Identify and recommend appropriate responses to issues, disputes, and adverse action matters.
- Establish district procedures for benefits administration, recruitment, orientation, classification, personnel action processing, payroll, separations, workers' compensation, and records management for multiple court units and chambers. Develop and maintain a local human resources procedural manual.
- Identify training requirements, develop materials, and implement programs in human resources related areas, such as: retirement, recruitment, employee relations, performance management, and Code of Conduct.
- Monitor and evaluate the quality of work, level of compliance, and staff activities pertinent to human resources and SAFE. Establish procedures for maintaining local personnel files, leave records, and payroll records. Recommend internal tracking systems covering all aspects of human resources operations for each unit to ensure consistency and compliance.
- Manage automated systems for human resources activities locally, including HRMIS, personnel projection systems, leave keeping systems, etc. Assist with document management in the court's document/collaboration system and on the court's external website, where applicable.
- Establish relationships and maintain information sharing networks with court employees, other district and circuit human resources representatives, the AO, and external vendors.
- Coordinate the Facility Access Card program with USMS, AO, and other federal units as it relates to setup, maintenance of equipment, and USPO and USDC employee building access rights.
- Identify and monitor current trends and potential workflow issues. Develop and/or implement solutions using current technologies, which may resolve workflow issues. Recommend changes or improvements to automated systems.
- Serve as coordinator and repository for district-wide OEP and COOP documentation and up-to-date materials.
- Serve as back-up Emergency Notification System Coordinator.
- Advise unit executives, managers, and teams on leave administration, leave policies and tracking issues in adherence to local leave policies and procedures, as well as those set forth in the Guide to Judiciary Policy.
- Assist the Administrative Services Manager in the administration and management of the entire Shared Administrative Services Unit and staff including supervision and the handling of assigned special projects, research and analysis of information, as directed.

## **QUALIFICATIONS - EXPERIENCE & EDUCATION:**

### **Minimum Qualifications**

To qualify for a managerial position, an individual must possess:

(1) At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees,

- The ability to exercise mature judgment, and
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and

(2) At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered (i.e., CL-28).

### **Preferred Qualifications**

- Completion of a Bachelor's degree or higher from an accredited college or university in a field of academic study closely related to the position, such as Human Resources, Human Services, Accounting, Finance, or Business Administration
- Working knowledge of federal Human Resource programming, benefits, and retirement plans
- Proficient with windows-based applications and Microsoft Office Suite
- Current certification in Human Resource or fraud prevention related professional organizations (i.e., SHRM, CFE, etc.)
- Ability to maintain strict confidentiality, demonstrate sound judgment, and handle sensitive materials
- Proven ability to think independently and work cooperatively in an office environment Strong
- oral and written communication skills and attention to detail
- Proven presentation and training skills in both individual and group settings Excellent
- interpersonal and customer skills
- Familiarity and history with incorporating software applications to further support and advance operations in an efficiency manner.
- Familiarity and history with engaging in conflict resolution and management

### **ADDITIONAL INFORMATION:**

#### **Benefits**

Employees of the United States District Court/Probation Office are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

#### **How To Apply**

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a

response. Applicants must travel at their own expense. Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment (<https://www.uscourts.gov/sites/default/files/ao078.pdf>)
- A letter of interest (cover letter) A
- A current/detailed resume
- Respond to the supplemental questions accordingly.
  - Do you have at least three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: Skill in developing interpersonal work relationships needed to lead a team; Exercise mature judgment; and Demonstrate thorough knowledge of basic concepts, principles, and theories of management?
  - Do you have a Bachelor's Degree or higher from an accredited college or university?
  - Do you have any professional certifications in the area of human resources or fraud prevention (i.e., SHRM, CFE, etc.)?
  - How many years have you served in the role of Human Resource Management (i.e., Supervisor, Manager, Director, Vice President, etc.)?
  - Within the last three years, have you incorporated information technology to improve a process (or establish efficiency) and/or reduce human and financial resources?

You must reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all of the items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail. All application material must be submitted electronically, no exceptions, via NEOGov by accessing the following web address: <https://www.governmentjobs.com/careers/laepusprob>.

### **Disclosures**

The United States District Court/Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court/Probation Office requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

***The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer***

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/laepusprob>

**POSITION #19-DSC-16**

ASSISTANT ADMINISTRATIVE SERVICES MANAGER

United States Probation Office, EDLA 500 Poydras  
Street, Room B-505 New Orleans, LA 70130  
504-589-3333

[laedml\\_hr@aed.uscourts.gov](mailto:laedml_hr@aed.uscourts.gov)

---

## Assistant Administrative Services Manager Supplemental Questionnaire

- \* 1. Do you have at least three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: Skill in developing interpersonal work relationships needed to lead a team; Exercise mature judgment; and Demonstrate thorough knowledge of basic concepts, principles, and theories of management?
  - Yes
  - no
- \* 2. Do you have a Bachelor's Degree or higher from an accredited college or university?
  - No degree
  - Bachelor's Degree
  - Master's Degree
  - PhD or JD
- \* 3. Do you have any professional certifications in the area of human resources or fraud prevention (i.e., SHRM, CFE, etc.)?
  - Yes
  - No
- \* 4. How many years have you served in the role of Human Resource Management (i.e., Supervisor, Manager, Director, Vice President, etc.)?
  - Less than 1 year
  - 1 or more but less than 3 years
  - 3 years or more but less than 5 years
  - Five years or more
- \* 5. Within the last three years, have you incorporated information technology to improve a process (or established efficiency) and/or reduce human and financial resources?
  - Yes
  - No
- \* Required Question