



The United States District Court  
for the Northern District of Iowa  
Announces an Employment Opportunity at the  
***United States Probation & Pretrial Services Office***  
**Position: Human Resources Specialist / Procurement Specialist**  
**VA 24-08**

**LOCATION:** Duty station may be either Cedar Rapids or Sioux City.

United States Courthouse  
111 7<sup>th</sup> Avenue SE, Box 14  
Cedar Rapids, Iowa 52401-2101

United States Courthouse  
320 6<sup>th</sup> Street, Suite 200  
Sioux City, Iowa 51101-1262

**CLASSIFICATION LEVEL (CL): CL27**

**SALARY RANGE: \$58,030 - \$94,338**

*This salary reflects the full pay scale spanning across the entire step range within the designated classification level for this position. Internal promotions adhere to a 3% promotional increase to the posted classification level and proceed incrementally towards full performance and/or additional CL promotional advancements (if applicable) throughout their career.*

**OPENING DATE: November 12, 2024.**

**CLOSING DATE: Open until filled, but priority will be given to applications received by December 16, 2024.**

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**About Us:** The Northern District of Iowa U.S. Probation and Pretrial Services Office has locations in the federal courthouses located in Cedar Rapids, Iowa, and Sioux City, Iowa. Cedar Rapids is the second largest city in the state and is vibrant with unique attractions, exciting events, a dynamic art scene and a large variety of restaurant and nightlife options. Sioux City is located in northwest Iowa on the Missouri River. It is referred to as a regional hub for its intersection of Iowa, Nebraska, and South Dakota, and it has twice been named an All-American City by the National Civic League which recognizes communities excelling in inclusivity, civic engagement, and strong connections between citizens.

### **POSITION SUMMARY:**

The United States Probation and Pretrial Services Office in the Northern District of Iowa is accepting applications for a Human Resources specialist with a partial focus on Procurement. Specific tasks and duties will be assigned by management staff and periodically adjusted or reevaluated based on district needs and/or priorities, including other administrative tasks such as space and facilities, property, and administrative support. The position may occupy an office in Cedar Rapids, Iowa, or Sioux City, Iowa; however travel to the other office is required, as needed.

### **REPRESENTATIVE DUTIES:**

#### **Human Resources Duties (Primary Focus)**

- Formulate, implement, and administer human resources policies, procedures, and standards. Review, research, analyze, develop, and recommend human resources policies.
- Ensure adherence to the Guide to Judiciary Policy and Human Resources Manual regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures related to human resources.
- Coordinate with managers and the court unit executives on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist court unit executives in the development of performance management plans and compensation strategies. Administer performance management systems, including assisting in the development of performance standards and rating criteria.
- Advise court unit executives, managers, and employees on human resources matters, procedures, and practices. Provide advice on employee relations, disciplinary actions, performance management, staffing and cost projections, benefits, and related issues.
- Serve as the administrator of the Facility Access Card (FAC) system and the Fingerprint Transmission System.
- Assists with processing a variety of human resources and payroll actions, such as appointments, promotions, separations, etc.
- Processes workers compensation claims.
- Gathers data for required reports, such as telework, fair employment practices and workers compensation.
- Supports the recruitment process, including preparing and distributing announcements, coordinating interviews, conducting reference checks, and maintaining associated records. Reviews applications for completeness and determines if applicants meet minimum qualification requirements.
- Assists in administering background and investigations checks, employment tests, and issuing credentials.
- Coordinates employee onboarding and offboarding by ensuring proper completion of paperwork.
- Maintains and monitors human resources records, including payroll, leave and time keeping records using Human Resources Management Information System (HRMIS), adhering to national and local guidelines. Track and enter time sensitive data, such as employees' date of promotion, performance evaluations, and step increases. Maintains leave and time keeping records.

- Serves as the benefits program coordinator, including managing and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues.
- Assist with employee recognition programs. Coordinate human resources-related events and district meetings.
- Assists with coordinating and tracking training, maintaining records, and preparing training reports.
- Performs other duties as assigned.

**Procurement Duties (Partial Focus):**

- Ability to obtain Contracting Officer Program Certification Levels 1, 2 and 3 after appointment and continue to maintain this certification by completing continuing education courses as required.
- Act as Second Chance credit card and small purchase card holder.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Confirm availability of funds. As needed, provide expenditure reports to supervisor for special projects.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval.
- Order repairs and oversee maintenance on office equipment.
- Assists with internal controls compliance, annual self-assessments, and cyclical audits, including auditor document requests and submissions.
- Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist with records management by filing, scanning, and maintaining procurement documents in accordance with the record disposition schedules and Judiciary Procurement Program Procedures.
- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures. Adhere to the court unit internal controls procedures.
- Perform other related duties as assigned.

**PREFERRED QUALIFICATIONS:**

- Prior administrative, professional, or managerial experience.
- Maintain excellent prioritization and organizational skills.
- Ability to communicate well both orally and in writing.
- Ability to handle multiple priorities and follow up with tasks as assigned.
- Ability to consistently exercise mature judgment.

**MINIMUM QUALIFICATIONS for CL27**

*(Qualifications must be met at the time of application and may be reassessed throughout incumbent tenure)*

- Two years of specialized experience;  
or
- Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
  - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
  - Standing in the upper third of the class;
  - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
  - Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
  - Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.
- All applicants must be a citizen of the United States or be eligible to work in the United States.

**SPECIALIZED EXPERIENCE:**

Specialized experience is hands-on experience in work more directly related to the duties and responsibilities of the position to be filled. It is defined as precisely as necessary to give reasonable assurance that a person meeting the standards will be able to perform satisfactorily. Specialized experience is more narrowly defined in each qualification standard. As defined by a specific qualification standard, specialized experience may always fulfill a general or specialized experience requirement (but the same period of experience may not be credited for both).

Progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

Progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

**ADDITIONAL INFORMATION:**

Mandatory evenings and/or weekend work may be required for mission critical tasks. Some training and travel, including overnight stays, may be required. May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.

Based on the needs of the office, the U.S. Pretrial Services & Probation Office reserves the right to assign/reassign employee task emphasis based on information contained in their position description and dependent on employee qualifications.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All information provided by applicants is subject to verification of application materials, social media inquiries, and criminal history record checks conducted by utilizing local, state, and national databases. The United States Probation Office reserves the right to check references and contact former employers and subordinates. This position is subject to mandatory electronic funds transfer for payment of net pay.

**Our Commitment to Diversity and Wellness:** We are committed to cultivating a culture of acceptance and connectedness that supports life balance and honors the diverse backgrounds of the people we represent. In recruiting members of our team, we welcome all qualified applicants. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best representation occurs through a healthy, diverse, collaborative, and inclusive workforce.

#### **SUMMARY OF BENEFITS:**

- Up to 13 days paid vacation per year for the first 3 years of employment; 20 to 26 days per year thereafter (dependent upon the length of federal service).
  - A minimum of 11 paid holidays per year.
  - Sick leave of 13 days the first year, increased thereafter per policy.
  - Up to 12 weeks paid maternity/paternity leave, if qualified.
  - Excellent retirement package:
    - Mandatory participation in the Federal Retirement System (FERS) and Social Security programs.
    - Optional Thrift Savings Plan (employer matching component) with diversification control.
    - Cost-of-Living Adjustments, as approved by Congress.
    - Full extension of health benefits.
  - Optional participation in the federal health insurance program of your choice (no waiting period).
  - Optional vision, dental, and disability insurance programs of your choice (no waiting period).
  - Optional participation in a flexible spending program for health and/or dependent care.
  - Optional participation in group life insurance; disability; and long-term care programs.
  - Optional association-based memberships.
  - On-site wellness room and emphasis on self-care.
  - Flexible schedule options including work from home opportunities (after a period of establishment and good performance).
  - Paid parking.
  - A great team environment that values diversity!
  - For additional information, please visit [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).
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**HOW TO APPLY:**

Email the following documents in a single .pdf to: [HR@IANP.USCOURTS.GOV](mailto:HR@IANP.USCOURTS.GOV)

Subject of the email should read: **24-08, Human Resources / Procurement Specialist**

**ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of the position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment, accessed at: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with references;
4. Copies of school transcripts; and
5. Copies of two most recent performance-based evaluations from current and/or previous employers.

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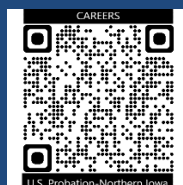
The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at [hr@ianp.uscourts.gov](mailto:hr@ianp.uscourts.gov). Applicants may view the district's Employment Dispute Resolution (EDR) Plan on our website at <https://www.ianp.uscourts.gov/>.

Judiciary employees serve under excepted appointments and are considered "at will" employees which can be terminated with or without cause by the Court. All court employees are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee and is available to view here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Fully appointed employees may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.



**THANK YOU FOR CONSIDERING  
THE NORTHERN DISTRICT OF IOWA  
UNITED STATES PROBATION OFFICE  
AS YOUR NEXT PLACE OF EMPLOYMENT!**