

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 26-07

POSITION: Human Resources Manager

OPENING DATE: October 26, 2026

SALARY RANGE: CL 28 (\$84,358 - \$137,165)

DUTY STATION: New Haven, CT (with occasional travel to other locations in District)

CLOSING DATE: Open until filled. Preference will be given to those applications received by November 23, 2026

Position Overview:

The United States District Court for the District of Connecticut is seeking an experienced, innovative, detail-oriented, and customer-focused professional to join its Human Resources team.

The Human Resources Manager serves as a key member of the Human Resources team and is responsible for the day-to-day supervision, development, and performance of Human Resources staff.

The Human Resources Manager provides and oversees a full range of human resources services to judicial officers, chambers staff, court unit executives, managers, supervisors, and employees. Providing high-quality, responsive, consistent, and timely service throughout the organization is a primary objective of this position. The Human Resources Manager reports directly to the Clerk of Court.

The District of Connecticut has courthouses in Bridgeport, Hartford, and New Haven, as well as three Probation and Pretrial Services branch offices. The Human Resources Department, located in the Richard C. Lee U.S. Courthouse in New Haven, provides services to approximately 175 employees, as well as externs and interns, throughout the district.

Representative Duties:

- Direct, assign, supervise, coach, train, and review the work of Human Resources staff; establish priorities and performance expectations; provide ongoing feedback; promote accountability; and support the professional development of staff.
- Review, research, develop, and recommend human resources policies.

- Assist in the development and administration of recruitment and selection procedures. Oversee Human Resources staff in recruitment activities, including reviewing and screening applications, coordinating interviews, and referring qualified candidates to management.
- Provide guidance to Human Resources staff, supervisors, and managers regarding employee relations matters, including performance management, workplace concerns, conflict resolution, disciplinary and adverse actions, grievances, employment dispute resolution, and the interpretation and application of personnel policies and procedures.
- Develop and update position descriptions consistent with applicable Judiciary policies and guidelines and assist in ensuring the appropriate classification and pay grade of positions.
- Oversee Human Resources staff in the administration of performance appraisal systems, leave programs and systems, Workers' Compensation, and other assigned human resources programs.
- Guide and direct Human Resources staff in providing accurate and timely assistance to employees, supervisors, and managers regarding benefits, leave policies, retirement, and other human resources matters.
- Review and approve personnel and payroll actions, including appointments, promotions, changes in status, and separations, and ensure compliance with applicable policies, guidelines, and approved internal controls.
- Audit Human Resources records, including personnel files, leave records, and HR-issued items, and assist with annual internal audits and other compliance reviews.
- Oversee and assist with the employee background investigation process and Employee Suitability Module (ESM).
- Conduct or assist with sensitive workplace inquiries and investigations, as appropriate, including gathering and analyzing information, documenting findings, and developing well-supported recommendations.
- Build and maintain effective working relationships with judicial officers, chambers staff, court unit executives, managers, supervisors, and employees, providing responsive, accurate, consistent, and solutions-oriented human resources guidance.
- Conduct department meetings, communicate changes to policies and procedures, implement department initiatives, and maintain effective communication between Human Resources, management, and employees.
- Evaluate the ongoing training and professional development needs of existing staff.
- Manage and maintain the Human Resources SharePoint site and other assigned HR information resources.
- Certify and approve time and attendance records and training and travel vouchers for Human Resources staff.
- Reconcile payroll biweekly.
- Perform other duties as assigned.

Qualifications:

- A minimum of five years of progressively responsible professional human resources experience.
- A bachelor's degree in human resources, public administration, business administration, or a related field is preferred. Professional human resources certification, such as PHR, SPHR, SHRM-CP, or SHRM-SCP, is also desirable. Experience within the federal judiciary is a plus.
- Experience performing supervisory, managerial, lead, project leadership, or other responsibilities demonstrating the ability to direct, coordinate, or guide the work of others is highly desirable.
- Thorough knowledge of human resources concepts, principles, practices, and applicable employment policies, with demonstrated ability to research, interpret, and apply policies and procedures to complex workplace situations.

- Demonstrated ability to exercise sound judgment, discretion, tact, and professionalism when addressing sensitive or confidential matters.
- Ability to maintain a high level of confidentiality and appropriately safeguard sensitive personnel information.
- Exceptional interpersonal, conflict-management, and customer-service skills, with the ability to establish effective working relationships with employees and leaders at all levels of an organization.
- Excellent organizational, analytical, and time-management skills, including the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Exceptional verbal and written communication skills and the ability to communicate effectively with a diverse population.
- Demonstrated ability to research and analyze information, conduct sensitive workplace inquiries or investigations, document findings, and develop well-supported recommendations.
- Demonstrated ability to coach, develop, and support others while maintaining appropriate standards of performance, follow-through, and accountability.
- The ideal candidate will demonstrate integrity, initiative, sound judgment, professionalism, and a commitment to providing exceptional service and achieving a high degree of professional excellence.

How to Apply:

Applications should be submitted to HR_department@ctd.uscourts.gov . Documents must be in Microsoft Word or PDF format, and the email should reference the vacancy number. Complete applications must include the following:

1. Cover Letter – Address how your background, skills, and experience meet the qualifications listed;
2. Resume – Include key career accomplishments;
3. Write a statement that explains why you are the best candidate for the Human Resources Manager position. Please be sure to include any special experience, skills, education, or certifications you possess and how they relate to the representative duties.
4. An application for Federal Judicial Branch Employment (AO78), along with salary history; Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:

<https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

Due to the volume of applications received, the Court will only communicate with those individuals who will be interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview. Unfortunately, the Court is unable to reimburse applicants for any travel or parking costs.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Benefits:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.

- Paid sick leave in the amount of 13 days per year.
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

The District of Connecticut is an Equal Opportunity Employer and values diversity and inclusion.