

**UNITED STATES TAX COURT
Position Vacancy Announcement**

Title/Series/Grade: Director, Office of Human Resources, GS-201-15

Salary Range: \$128,082 - \$160,300

Announcement No.: 16-09
Opening Date: July 1, 2016
Closing Date: July 29, 2016

Position Information: Full-Time Permanent (At-Will, Confidential Position)

Location: United States Tax Court
Office of the Clerk of the Court
Office of Human Resources

Area of Consideration: Federal Government Wide (U.S. Citizens Only)

Tax Court Mission:

The United States Tax Court is a Federal court under Article I of the Constitution of the United States with specialized jurisdiction. It is headquartered in Washington, D.C., and conducts trial sessions in more than 70 cities in the United States. These trial sessions are conducted by the Court's 19 Presidentially appointed judges, a varying number of senior judges (retired judges recalled to perform judicial duties), and special trial judges appointed by the Chief Judge. The Court adjudicates Federal civil tax cases and is one of the largest Federal trial courts. The United States Tax Court web site at www.ustaxcourt.gov provides additional information.

Major Duties of the Position:

The Director, Office of Human Resources (OHR) is responsible for leading, directing, and managing a comprehensive human resources management program. The Tax Court is independent of the executive branch, 26 U.S.C. § 7441, and has established a personnel system similar to the personnel system used by other courts. 26 U.S.C § 7471. In addition, OHR provides services to the Judges and staff of the Court under various statutory and regulatory authorities, e.g., general schedule, employee benefits, retirement, and senior level positions under Title 5, Title 26; Presidential Appointees (Judges of the Tax Court) under 26 U.S.C. § 7441, and retired Judges of the Tax Court (including many continuing to perform judicial duties as Senior Judges) under 26 U.S.C. 7447. Specifically, the Director, OHR:

- Serves as the principal advisor to the Chief Judge, Judges, Clerk of the Court, and other senior managers and supervisors, providing technical advice, guidance and interpretation on all Court personnel policies and issues, HR laws, regulations, directives and procedures affecting all human resources activity within the Court,
- Supervises a staff of Human Resources Specialists and an Assistant, as well as support personnel to include Secretaries at Large assigned to chambers.
- Is responsible for developing, maintaining and facilitating a fully integrated human resources program through a myriad of human resources activities to include: recruitment, staffing, and placement; position classification and salary and wage administration; performance management; employee relations, compensation and employee benefits administration; training and staff development; management advisory services; and EEO issues,
- Administers the Tax Court Judges Retirement and Survivor Annuity Plan (exclusive to the Tax Court), including formulation, planning and execution,
- Develops new and improves existing human resources information systems,
- Oversees all human capital transactions and processing,
- Handles employee grievances and provides appropriate counseling,
- Serves as a Court representative at meetings and conferences with other Human Resources Directors of other government agencies, and departments,
- Serves as the liaison between the Court and law schools, employment agencies, and the public.

Qualifications:

Applicants must possess at least 52 weeks of specialized experience equivalent to the GS-14 grade level in the Federal Service. Applicants are subject to time-in-grade requirements. Specialized experience is experience that is related to the duties of the position to be filled and that has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties assigned. This would include providing expert advice, counsel, and/or decisions in the full range of human resources programs described in the Duties section above. **All Mandatory Special Rating Factors**

must be satisfied as a pre-requisite for employment consideration.

Examples of specialized experience at the GS-14 grade level may include but are not limited to: having full technical and program responsibility for human resources policies, programs, and practices of a complex and difficult nature, and of considerable scope; or having experience in applying broad human resources concepts, principles, and practices sufficient to serve as a senior advisor for a Federal court.

How Will You Be Evaluated:

Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSAs) listed below with specific emphasis on the Mandatory Factors (**Mandatory Special Rating Factors are a pre-requisite for employment consideration**). You should provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

SPECIAL RATING FACTORS: (Knowledge, Skills and Abilities Required By the Position)

1. Mastery of human resources principles, concepts, laws, and regulations in at least two or more of the following HR specialties: position classification, recruitment, staffing and placement, employee relations, Federal benefits, training and development, worker's compensation issues, EEO, employment processing and transactions as well as consultative skill sufficient to generate new concepts, principles, and methods in the field of specialty. **(MANDATORY)**
2. Demonstrated skill in effectively supervising an HR team of professionals, while leading and directing staff in meeting the organization's vision, mission, and goals, and in providing an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. **(MANDATORY)**
3. Demonstrated skill in analyzing human resources issues as they relate to organizational and operational challenges and to develop creative solutions.
4. Skill in maintaining liaison relationships with offices both within and outside the Court, and communicating effectively with employees and managers at all levels both orally and in writing.
5. Demonstrated skill in providing expert advice to senior management officials on matters affecting the institution, to include advising on the development and

implementation of HR innovations through both oral and written communications.

Other Information:

To ensure full consideration for the subject position, applicants **MUST** submit narrative statements that address how his/her professional background and experience relate to each Rating Factor listed in this announcement, showing the kind of work performed and levels of experience to substantiate each Rating Factor. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. Applicants should list each KSA and describe their experience, education, training, performance, awards, and other activities that reflect possession of the KSAs. Cross-referencing the application/resume and/or narrative statements for other positions is not acceptable.

A preliminary suitability determination and security background investigation (NAC) National Agency Check, credit check, Federal income tax check and criminal check is conducted for all new hires. A candidate selected for the position must be current on their Federal income tax obligations prior to employment with the Tax Court. Satisfactory review of tax transcripts for the last four filing years will be required prior to an official employment offer. Continued employment post appointment is subject to satisfactory completion of the NAC investigation and credit check.

How to Apply:

If you are a current or former Federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

Applicants must submit all application materials explained in this vacancy announcement. Applications must be received in the Office of Human Resources by the closing date of this vacancy posting. This includes the Supplemental Qualification Statement addressing the KSAs, SF-50, and Resume.

All application materials must be received within the Office of Human Resources, U.S. Tax Court, Room 106, 400 Second Street, NW, Washington, D.C. 20217 by the closing date of this announcement. **Postmarks are not accepted.** To ensure that your application is received by the closing date of this vacancy posting, you may fax all your application materials to (202) 521-4568. For additional information, please call the Office

of Human Resources at (202) 521-4700.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

Contact Information:

Ellene P. Footer, Director, OHR

Phone: 202-521-4703

Fax: 202-521-4568

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

Reasonable Accommodation

Federal Departments must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the Court's Office of Human Resources directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

THE UNITED STATES TAX COURT IS AN EQUAL OPPORTUNITY EMPLOYER