

Position Title: Director of Development and Training

Vacancy #:	22-01
Court Name:	United States District Court for the District of South Carolina
Location:	Columbia, South Carolina
Salary Range:	CL 28, with the possibility to be promoted to the CL 29 without further consideration.
Grade Range:	\$63,467 (CL 28/1) to \$103,208 (CL 28/61)
Opening Date:	January 7, 2022
Closing Date:	Open until filled, with preference given to applications received by January 21, 2022

Position Description

The Director of Development and Training position is responsible for improving the productivity and success of the court's employees. As this is designed to be a shared position with the United States Probation Office and United States Bankruptcy Court, the Director of Development and Training assesses court-wide developmental needs to drive training initiatives and identifies and arranges appropriate training solutions for employees. This position actively searches, creatively designs, and proactively implements effective methods to educate, enhance performance, and recognize success. Finally, this position works closely with the senior management team of each agency to forecast staffing changes and build adequate bench strength through development and implementation of a defined succession plan.

Representative Duties

- Prepare and conduct classroom training, one-on-one training, and presentations to court staff, management, judges, and attorneys using appropriate presentation techniques. Create and maintain classroom management records (lesson plans and enrollment records).
- Conduct regular assessments of training needs for court staff at all levels, including judges, managers, chambers staff, and office staff through surveys, interviews, and meetings with court employees. Advise the management team of relevant training available.
- Administer orientation programs for new employees. Coordinate new employee training and distribution of training materials and required manuals and guides. Formulate training and lesson plans. Update orientation programs, training, and lesson plans as required.
- Formulate both short and long-range training plans for approval by senior management and develop an annual training plan to meet the court units training needs. Publish a recurring training schedule and track training requirements for staff.
- Collaborate with the Federal Judicial Center and the Administrative Office to determine educational programs, services and resources available that would best meet local training needs. Advise and consult with management for training programs designed to further develop leadership and specific skills.
- Provide supervisors with feedback regarding staff training, development efforts, and accomplishments.
- Develop and conduct end user training for commercial off-the-shelf software utilized in the court environment, such as Microsoft Office Products, PACTS, and judicial developed applications, such as CM/ECF and locally developed or new applications or products.
- Align training with the organization's goals.
- Review and select training materials from a variety of internal and external sources.
- Conduct follow-up studies of all completed training to evaluate and measure results.
- Update training programs regularly to ensure that they are relevant.
- Train and coach managers, supervisors and other involved in employee development efforts.

- Plan, organize, facilitate, and order supplies for employee development and training events.
- Develop and maintain organizational communications such as intranet notices or email announcements to ensure employees have knowledge of training and development events and resources.
- Create and manage training budget, if applicable, and work within assigned budget.
- Work effectively as a team member with members of management and the HR staff.
- Organize succession planning efforts with management team.
- Perform other related duties as assigned.

Minimum Qualifications and Experience

A bachelor's degree in human resources, organizational development, behavioral science or similar related field is preferred. In addition, candidates must possess at least three years training and development experience. Federal Judiciary training experience is highly desirable.

The successful candidate must be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision-makers, and provide training; and must be skilled in using current information technology applications and capabilities. Strong presentation, analytical, and problem-solving skills are critical. Strong MS Office skills required.

Other qualifications/skills:

- Ability to manage multiple tasks and priorities and adhere to strict deadlines; accuracy and attention to detail required.
- Ability to maintain confidentiality and use sound judgment.
- Exhibit the highest standards of excellence, integrity, and customer service.
- Ability to display at all times and to all persons, a courteous, professional, and cooperative attitude.

Benefits

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP).
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.
- Optional participation in the Judiciary's Long Term Care Insurance Program.

The following link is provided for additional information regarding benefits:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Court are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.
- Employees in this position will be hired provisionally pending the successful completion of a background investigation with law enforcement agencies. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Application Procedure

Interested applicants must submit four (4) items in one (1) PDF document: a cover letter, resume, the Application for Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>, and a list of three professional references with current contact information. Incomplete applications will not be considered.

Position is open until filled. Priority consideration will be given to applications received by **4:30 PM on Friday, January 21, 2022**. Submit via email to personnel@scd.uscourts.gov and include “Vacancy – Director of Development and Training – #22-01” in the subject line. Hard copies and faxed copies of applications will not be accepted.

All applicants will be screened to identify the best qualified and suitable candidate. Please do not contact the court to inquire about the status of your application. Only applicants selected to be tested and/or interviewed will be notified. Unsuccessful applicants will not receive notice.

Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

The United States District Court is an Equal Opportunity Employer