U.S. DISTRICT COURT-EASTERN DISTRICT OF VIRGINIA

WEBSITE :
www.vaed.uscourts.gov

PHONE:
757-222-7303

Announcement #:
FY 27-04D

Location:
Norfolk, Richmond or Alexandria, VA

Appointment:
Full-time/ Permanent

Open: 10-30-2026
Closes: 12-10-2026

Salary Ranges:

- CL-30 with promotion potential to CL-31 without further competition
- Actual starting salary dependent upon qualifications.

Norfolk

- $102,099 - $165,966

Richmond

- $105,090 - $170,828

Alexandria

- $115,111 - $187,117

CAREER OPPORTUNITY
DIRECTOR of HUMAN RESOURCES

POSITION OVERVIEW

This position will be responsible for managing the Consolidated Human Resources Division in the Eastern District of Virginia that supports multiple court units to include the Clerk's Office, U.S. Probation, U.S. Pretrial Services, and judicial staff. The combined court units encompass six locations with approximately 300 employees.

The incumbent must possess strong leadership skills, manage a full range of human resources services, and provide employee relations support. Under a shared service structure, this position is accountable to multiple Court Unit Executives.

MINIMUM QUALIFICATIONS

Five years of specialized experience that includes progressively responsible experience in at least one, but preferably two or more of the functional areas of human resources management and administration such as recruitment and staffing, classification and compensation, benefits, performance management, and employee relations.

Experience must include progressively responsible administrative, technical, professional, supervisory, or managerial experience that provides an opportunity to gain:

- Experience supervising managers and/or multiple court units with unique needs and separate management structures.

- A proven record of developing and implementing systems and processes that advance the quality and depth of human resources operations.

- Opportunities to review, research, develop, and recommend personnel policies, which must adhere to the judiciary's national guidance while contributing to an environment which fosters employee safety, security, innovation, inclusion, active engagement, and a shared commitment to serving the public.

REPRESENTATIVE DUTIES

- Designs and executes successful and adaptable staffing strategies for a variety of positions – attorneys, law enforcement officers, clerical and administrative support staff, and professional staff.
- Oversees a full range of recruitment functions – applicant screening, development of interview questions and testing, and creation of selection criteria.
- Provides limited counsel to staff on grievances, adverse actions, equal employment opportunity, and employment dispute resolution issues, and serves as one of the employment dispute resolution coordinators within the Eastern District of Virginia.
- Updates and develops new position descriptions. Compares local position descriptions to national guidelines and coordinates executive review and approval. Ensures accuracy and fairness of compensation.
- Oversees the administration of the automated human resources management information system (HRMIS) within the Eastern District of Virginia.
- Counsels employees about federal benefits, including health and life insurance, retirement, leave, ancillary benefits, and workers compensation.
- Oversees personnel processing activities including new hires, pay changes, transfers, bonuses, separation – cradle to grave personnel administration. This includes ensuring compliance with appropriate guidelines, policies, management initiatives, employee equity standards and approved internal controls.
- Oversees the secure maintenance of human resources records, including all employee related documents, payroll, and leave records.
- Manages HR management-level staff, including HR specialists and generalists.

Additional Requirements:

The successful candidate will be a people-oriented professional who is responsible, friendly, organized and has the following:

- The ability to communicate effectively, exercising good judgment and tact.
- The ability and sincere desire to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and handle confidential matters professionally.
- The ability to multitask, meet stringent deadlines, and supervise staff in multiple offices.
- The ability to think critically and apply emotional intelligence in all situations.

Applicants with a sincere desire to serve the public are encouraged to apply.

EDUCATION

High School graduation or equivalent required.

Preferred education: College degree and SHRM Certification (or equivalent.)

APPLICATION INFORMATION

Interested applicants must submit four (4) items **combined into a single PDF**:

1) a cover letter;

2) a resume;

3) a list of professional references; and

4) a completed Application for Judicial Branch Federal Employment (AO78).

Priority review for applications received **by December 10, 2026**. Submit materials electronically to Jobbox5@vaed.uscourts.gov. Hard and faxed copies of applications will not be accepted. Incomplete applications will not be considered. Only applicants who are selected for an interview will be contacted.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

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 will be hired provisionally pending the results of a background investigation.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

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

The United States District Court is an Equal Opportunity Employer

BENEFITS

A generous benefits package is available and includes:

- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long- Term Care Insurance
- Optional participation in private long-term disability plan
- Situational telework authorized
- Credit for prior government service