

## POSITION ANNOUNCEMENT – HR MANAGER AND CHIEF OFFICE ADMINISTRATOR

EFFECTIVE DATE: Immediately

POSITION CLOSING: August 20, 2023 or position may be filled any time prior to that date.

### Job Summary:

The Human Resource Manager will lead and direct the routine functions of Human Resources (HR), to include hiring and interviewing staff, administering pay, benefits, and leave, and enforcing office policies and practices. The HR Manager will be part of the management team for the Chapter 13 Trustee for the Middle District of Alabama.

### Supervisory Responsibilities:

- Recruits, interviews, and hires in conjunction with the Trustee.
- Oversees the daily workflow of the office in consultation with department supervisors.
- Provides constructive and timely performance evaluations and oversees supervisor's evaluations of their departments.
- Handles discipline and termination of employees in accordance with office policy.

### Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, promotions, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Determine, write, deploy, and enforce office policies and assist with business decisions and changes to increase efficiency of the office.
- Ensure an atmosphere of responsive service to the Bankruptcy Court, the Bankruptcy Administrator, Court personnel, attorneys, debtors, creditors, and the public.
- Work with the Trustee and the Comptroller to ensure that budgets are adequate for the proper administration of the Chapter 13 Trustee's Office.
- Serve as group administrator for the employees' 401k retirement plan and health plan.
- Implement and enforce audit controls as advised from the annual audit process and the Administrative Office of Courts.
- Review staff requests for leave to ensure appropriate staffing. Maintain employees' time records.
- Reviews monthly management reports and returned check logs.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants; collaborates with departmental supervisors to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive pay to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees. Oversees employee disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and logical problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

**Education and Experience:**

- Bachelor's degree in Human Resources, Accounting, Business Administration, or related field required. Post-secondary degree a plus.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to pass a background check and drug screen.
- Must be able to access and navigate each department at the organization's facilities.

Must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge, any employee of the Bankruptcy Administrator, Office of the Clerk of the U.S. Bankruptcy Court, or Office of the Chapter 13 Trustee for the Middle District of Alabama.

**CONTACT:** Submit resume to: Chapter 13 Trustee  
For the Middle District of Alabama  
P.O. Box 173  
Montgomery, AL 36101-0173

Or via email to:  
[ch13hiring@ch13mdal.org](mailto:ch13hiring@ch13mdal.org)

**Equal Employment Opportunity**

The Chapter 13 Trustee's Office is committed to prohibiting discrimination in employment based on race, color, creed, sex, sexual orientation, gender identity or expression, pregnancy, age, religion, ancestry, national origin, marital status, citizenship, genetic information, disability

including those related to pregnancy or childbirth and any other protected class as established by law. This Equal Employment Opportunity policy is designed to ensure equal treatment for all employees, including in hiring or any decision affecting job status or pay. All employees, including supervisors and managers, are responsible for adhering to this policy.