



## UNITED STATES PROBATION AND PRETRIAL SERVICES DISTRICT OF ALASKA

### VACANCY ANNOUNCEMENT

**Position Title:** Human Resource & Budget Officer  
**Terms of Employment:** Full-time, Permanent, Excepted Service  
**Position Location:** Anchorage, Alaska  
**Announcement Number:** USPO 26-03  
**Salary:** CL 27 – (\$67,539 - \$109,789) + 1.49% COLA  
CL 28 – (\$80,939 - \$131,607) + 1.49% COLA  
CL 29 – (\$96,269 - \$156,467) + 1.49% COLA  
**Starting salary commensurate with experience and qualifications.**  
**Promotion potential without further competition**  
**Announcement Date:** February 23, 2026  
**Closing Date:** Open until filled. Initial review date 3/2/2026.

#### POSITION OVERVIEW

The HR & Budget Officer performs work related to the financial and human resources functions of the court, ensuring accuracy and completeness of data, and quality of service. The incumbent manages a full range of services including budget, financial management and human resource management to ensure compliance with the appropriate guidelines, policies, regulations, and internal controls. This position is a shared services position which provides support to the United States District Court and United States Probation and Pretrial Services Office.

#### DISTRICT OF ALASKA

The district encompasses 586,000 majestic square miles which provides unique travel and fieldwork opportunities. It serves 19 boroughs with offices in Anchorage and Fairbanks. Officers experience remote locations firsthand, dynamic communities and cultures, and the natural environment and resources that are unique to Alaska. Officers experience a variety of travel opportunities including travel via float plane, boat, and bush plane. The district is small and maintains a focus on teamwork that allows for learning opportunities in a multitude of areas.



## **HUMAN RESOURCES ADMINISTRATION**

- Serve as the primary HR professional for the U.S. Probation & Pretrial Services Office, providing guidance and support on the full employee lifecycle, including recruitment, hiring, onboarding, performance management, discipline, and separations.
- Advise the Chief Probation Officer on personnel policies, staffing, classification, compensation, promotions, and employee relations matters.
- Process and maintain personnel actions and records including appointments, promotions, within-grade increases and separations in compliance with judiciary policies.
- Ensure compliance with the Guide to Judiciary Policy and AOUSC requirements, applicable federal and state laws and internal policies.
- Advise executives, managers, and employees on HR policies, performance management, disciplinary actions, and fair employment practices.
- Develop hiring scenarios to assess the fiscal impact of personnel actions providing projections utilizing proprietary programs. (ex. JPPS/iPPS).
- Coordinate recruitment and selection processes for non-attorney staff, including vacancy announcements, applicant screening, interviews, and hiring documentation.
- Serve as Employee Dispute Resolution (EDR) Coordinator and assist with grievance and adverse action procedures. Provide informal mediation and conflict resolution support between employees and management.
- Administer employee benefits programs, including health, life, disability insurance, leave programs, retirement, and the Employee Assistance Program (EAP).
- Develop and conduct HR-related training programs.
- Analyze workforce data and prepare strategic reports for executive leadership.

## **BUDGET & FINANCIAL ADMINISTRATION**

- Assist with the formulation, evaluation and implementation of policies, procedures and protocols related to financial operations and budgetary execution in the probation office. Advise executives on budget matters.
- Develop detailed budget estimates to fund all operating costs of the court unit and prepare object code justifications and overall budget summaries.
- Assist in the development of an annual spending plan, monitor budget execution and recommend appropriate action, analyze budget variances, and prepare budget forecasts.
- Review proposed plans and make recommendations based on analysis and projection of available funds and execute approved budget plans.
- Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded, and obligations are not made in advance of appropriations, allotments or reprogramming transactions.
- Verify allotments or any adjustments to allotments into JIFMS. Enter reprogramming transactions to move funds from one BOC to another within a fund or from one fund to another.
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Prepare and electronically submit the unit's Electronic Status of Funds reports monthly as required to the Administrative Office. Ensure accruals are calculated, documented and processed monthly.
- Manage and oversee day-to-day operations of fiscal accounting functions. Regularly provide budget forecasting reports to the unit executive to track spending priorities and ensure that the total court unit allotment will not be exceeded.
- Develop a variety of reports based on historic and current data, including statistics on staffing, spending patterns, expense projections and similar information.

- Prepare, update, examine and analyze a variety of regular and non-standard reports. Design, develop and maintain Excel spreadsheet formats and programs for analyzing budgetary information.
- Responsible for tracking and updating the personnel projections report (JPPS). Reconcile personnel costs with reports from the AO and provide information to administration.
- Assist in preparation and submission of annual budget requests, amendments, supplemental funding requests, and related documentation.
- Ensure allotments are not exceeded and obligations are not incurred in advance of appropriation.
- Prepare and submit recurring financial reports, including Status of Funds, unliquidated obligations, accruals, and related reports to the Administrative Office.
- Reconcile payroll and personnel cost reports from the Administrative Office with local personnel projections and financial systems.
- Verify personnel cost reports and compare allocation of funds against actual expenses.
- Review travel vouchers, requisitions, and purchase orders for accuracy and compliance and apply first level certification as appropriate.
- Ensure adherence to the Guide to Judiciary Policy, financial management plans, and procurement policies.
- Participate in cyclical internal audits of procurement, financial, budget, and time and attendance systems. Identify weaknesses and recommend improvements.

## **QUALIFICATIONS**

### **Specialized Experience:**

Progressively responsible experience in or closely related to the position's work that has provided the knowledge, skills, and abilities to perform the position's duties successfully. For example:

Financial Specialist: progressively responsible experience in at least one but preferably two or more functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

Human Resources Specialist: progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

Applicants at each grade level must also have additional education or specialized experience as described below:

**CL 27** – Two years of specialized experience **or** completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall “B” grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class.
- “3.5” average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

**CL 28** - Two years specialized experience

**or** Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

**CL 29** – Two years of specialized experience.

## **BENEFITS**

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>

## **HOW TO APPLY**

Applicants must email the following items in a **single PDF document** to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov) in the following order:

- Cover letter explaining your interest in pursuing this position and detailing your specialized experience, preferred qualifications, and steps you have taken to prepare for this position.
- Chronological resume.
- Three professional references.
- Two most recent performance evaluations.
- Completed application [Form AO78 - Application for Judicial Branch Federal Employment](#)
- Title the email and pdf document as: **Last Name, First Name USPO 26-03 HR & Budget Officer.**

## **APPLICANT INFORMATION:**

Applications will be screened for qualifications, and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Employees are “At Will” and are not covered by the Office of Personnel Management’s civil service classifications or regulations. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

*The United States Probation/Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice. The United States Probation and Pretrial Services Office for the District of Alaska is an Equal Opportunity Employer.*