

## ***DIRECTOR OF HUMAN RESOURCES***

---

### **DEFINITION**

Under the general direction of the Court Executive Officer or the Assistant Court Executive Officer, this management level position is responsible for developing and administering a comprehensive human resources administration program including recruitment and selection, classification and compensation, employee relations, staff development, benefits administration, labor negotiations, employee recognition, personnel policies and regulations, and compliance programs (i.e., EEOC, ADA, FMLA, Workers' Compensation).

### **DISTINGUISHING CHARACTERISTICS**

The Director of Human Resources is the advanced working level class in the series and is responsible for program development, coordination and goal setting in the human resources area. The Director of Human Resources is distinguished from other human resources classifications in that it is responsible for performing varied and complex assignments independently and without detailed guidance or instructions.

### **TYPICAL TASKS**

- Plans, organizes, assigns, and directs the work of a department including setting work priorities, determining methods and procedures to be used, resolving problems, selecting alternatives, and performing the most complex and sensitive work.
- Plans, organizes, directs and coordinates personnel programs including recruitment and selection, classification and compensation, employee relations, staff development, benefits administration, labor negotiations, employee recognition, personnel policies and regulations, compliance programs (i.e., EEOC, ADA, FMLA, Workers' Compensation) and other employee programs for all court locations.
- Participates in labor negotiations; oversees data gathering necessary to develop management proposals; acts as human resources subject matter expert for management; assists with development of proposal language; maintains detailed and accurate notes of bargaining sessions for future reference.
- Develops and maintains Court personnel policies and procedures; works with Court managers to determine policy and procedures that effectively serve the organization; informs Court managers of changes in employment law.
- Oversees the discipline and grievance processes; oversees performance management program for the Court; advises managers and supervisors on disciplinary matters, effectiveness of procedures, organizational structure and job design; reviews harassment and discrimination investigations.
- Selects, trains, evaluates, and supervises staff.
- Consults with and performs or supervises sensitive staff work for the Court Executive Office; assists executive management in the implementation of new organizational strategies.

- Meets regularly with Court management to gain information regarding organization culture and operational problems; assists in the implementation of teamwork strategies to achieve organizational objectives.
- Serves on committees and task forces for the Superior Court and state and national organizations.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles, functions and practices of public personnel administration
- Principles of recruitment and selection, classification and compensation, benefits administration, disability and leave management, employee relations and engagement, staff development, performance management and risk management in a public agency setting
- Principles, scope, and process of collective bargaining; standard negotiating strategies.
- Principles of complaints and grievance procedures
- Principles and practices of equal employment opportunity, affirmative action and accommodation for individuals with disabilities
- Budget techniques and practices
- Management and supervision principles and practices
- Preparing effective recommendations, reports, procedures, correspondence and other written materials
- Applicable laws, rules and regulations pertaining to Human Resources
- Applicable business equipment and computer applications
- Correct English usage including spelling, grammar and punctuation

### **Ability to:**

- Supervise the work of subordinate managers, supervisors, and professional staff
- Identify and resolve complex human resources management issues.
- Interpret, apply and explain applicable laws, rules, regulations, standards, memoranda of understanding, and policies and procedures
- Evaluate program and policy effectiveness and implement operational change to support strategic efforts.
- Mediate and resolve disputes
- Conduct fact finding and analysis and summarize findings
- Develop and conduct independent research projects.
- Advocate the Court's position in matters before the Legislature and the Judicial Council
- Prepare clear and concise reports, recommendations, presentations, correspondence, selection materials, class specifications and other written materials.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with staff at all levels in the organization, as well as employee representatives, representatives of other governmental agencies, and the public

- Maintain confidentiality of information
- Operate a computer using standard business software and operate standard office equipment, including word processing, spreadsheet, presentation, graphics and database programs

### **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 15 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

### **EXPERIENCE/EDUCATION**

Any combination of training, education and experience that would likely provide the required knowledge and abilities, as determined by the Court. A typical way to obtain the required knowledge and abilities would be graduation from an accredited four-year college or university in public or business administration, personnel/human resources, behavioral sciences or a closely related field, and four years of progressively responsible professional experience in a related field, preferably a public agency. Experience should include responsibility of one or more of the following areas of assignment: recruitment, selection, position classification, performance management, salary or benefit administration, training, or risk management.