

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

DIRECTOR OF HUMAN RESOURCES

CLASS CODE: 99-71-24

POSITION PURPOSE

Provides timely, accurate, consistent, and reliable leadership, advice, information, and analysis in support of the Unified Judicial System (UJS) employees, supervisors, and programs while increasing the public's trust and confidence in the UJS through proactive human resource administration, development, and management.

DISTINGUISHING FEATURE

This position manages and provides oversight to the Human Resources division, supervises staff, and establishes and ensures the division's goals and objectives are met.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Serves as the UJS human resources leader by consulting and handling complex human resource issues to ensure compliance and eliminate liability.
 - a. Interprets and implements federal and state laws and Supreme Court policies, rules, and regulations concerning human resource practices and payroll administration.
 - b. Formulates, revises, and drafts the UJS Personnel Rules for review by the State Court Administrator and Supreme Court.
 - c. Responds to inquiries from judges, supervisors, and employees regarding the UJS human resources system.
 - d. Provides advice and guidance to presiding judges, supervisors, and legal counsel on disciplinary actions and grievance procedures and actions.
 - e. Advises and proposes proactive remedies in regard to identified human resource liabilities to the State Court Administrator.
 - f. Identifies human resource trends and provides training on new and improved best practices and laws.
 - g. Conducts investigations and identifies personnel needs and problems within the UJS and prepares viable solutions.
 - h. Remains knowledgeable of technology changes and trends dealing with human resource processes and functions.

2. Develops the human resource strategic plan by setting human resource initiatives and building collaboration from internal and external stakeholders.
 - a. Researches, recommends, and implements recruitment and retention strategies.
 - b. Analyzes workforce trends and develops a workforce plan for the UJS.
 - c. Researches, evaluates, and recommends succession planning objectives.
 - d. Evaluates personnel training needs and develops and provides training.

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- e. Monitors the performance evaluation process, identifies trends, and responds to trends and issues with coaching and/or training.
 - f. Evaluates technology needs and requests changes or revisions.
3. Administers and maintains the classification and compensation plans for the UJS to ensure fair and consistent treatment of employees.
 - a. Researches classification and compensation systems and trends.
 - b. Interprets and implements classification and compensation rules, policies, and best practices.
 - c. Evaluates and recommends classification, reclassification, discretionary salary increase, and pay grade changes to the system.
 - d. Develops new position descriptions and revises existing position descriptions.
 - e. Determines and communicates the annual compensation plan approved by legislature.
 - f. Administers and supervises the payroll of UJS employees.
 4. Manages the application process and other programs to promote the UJS to ensure recruitment and retention of qualified applicants.
 - a. Researches, develops, and implements programs to focus on recruitment and retention of UJS employees.
 - b. Responds to inquiries from other state agencies and outside sources in regard to UJS personnel system.
 - c. Forges relationships with outside entities to recruit qualified applicants and advertise openings and promote the UJS.
 - d. Researches, evaluates, and implements technology for applications and personnel records.
 - e. Drafts program rules, policies, and procedures.
 - f. Implements programs and provides staff training on program specifics.
 5. Acts as liaison with executive branch staff with regard to announcement and payroll computer applications and systems and benefits administration to ensure UJS needs, goals, and objectives are achieved and advantageous for UJS employees.
 6. Participates in various committees and meetings to carry out division and UJS objectives and goals.
 7. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position supervises staff whose primary responsibility is approving and processing the UJS payroll and providing information and details in regard to health benefits.

ESSENTIAL FUNCTIONS REQUIRE

In-state and out-of-state travel for meetings and training; attendance in accordance with rules and policies; sitting for extended periods of time; cognitive ability to understand complex federal and state laws and Supreme Court rules and policies; understand, evaluate, and analyze statistical data and draw reasonable and accurate conclusions from that data; and operate office machines such as a computer, telephone, copier, etc. The incumbent is required to work effectively with coworkers and the public; manage stress appropriately; meet deadlines;

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demonstrate initiative, motivation, and leadership skills; and communicate (verbally and in writing) complex human resource ideas, concepts, rules, policies, and procedures.

PROBLEMS AND CHALLENGES

Challenges include remaining current on changing human resource laws, rules, and legal application; successfully navigating role as management while maintaining role as employee advocate; staying abreast of personnel trends and analyzing them to successfully applying to UJS goals and objectives; resolving complex personnel issues within state and federal laws and personnel rules; developing personnel rules and policies in regard to unprecedented situations; and ensuring statewide uniformity and program integrity.

DECISION-MAKING AUTHORITY

Decisions made by the incumbent include the day-to-day management of the division; interpreting and directing the adherence to statutes, rules, policies, and procedures to ensure UJS program uniformity and integrity; responding to questions regarding the UJS personnel rules; monitoring personnel trends and pursuing worthwhile trends in the interest of UJS; determining the overall human resource strategic plan; and developing and conducting training on personnel topics.

Decisions referred include UJS Personnel rules that indicate that the State Court Administrator or Chief Justice must authorize and UJS overall strategic plan objectives.

CONTACT WITH OTHERS and PURPOSE

The incumbent has daily contact with the State Court Administrator, SCAO division heads, Circuit Court Administrators, and Chief Court Services Officers to distribute personnel information and provide guidance on the application of the personnel rules and human resource management. The incumbent also has frequent contact with other court agencies to distribute and gather information; presiding judges, circuit court judges, other UJS personnel to provide human resource guidance and personnel rule interpretation and application; and executive branch representatives in regard to payroll and announcement systems and benefit administration to ensure UJS human resource goals and objectives are achieved.

WORKING CONDITIONS

The incumbent works in a typical office environment. Occasional statewide travel may be required to visit circuits and staff to gather information, attend meetings, and provide training. In addition, out-of-state travel may be required to attend meetings and/or training.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- human resource federal and state laws, rules, regulations, and best practices to include ADA, FMLA, FLSA, Worker's Compensation, etc.;
- workplace investigation techniques;

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- supervisory and leadership techniques and tools;
- recruitment and retention best practices;
- data collection methods and statistical analysis of human resources data and information and human resource metrics;
- classification and compensation methods and practices;
- payroll administration;
- budgeting fundamentals;
- judicial and court system.

Skill in:

- organizational and time management;
- project management;
- critical thinking.

Ability to:

- provide supervision, leadership, coaching, and mentoring to staff;
- manage expectations of staff and constituents;
- develop and provide public presentations and training;
- be diplomatic, self-motivated, persuasive, decisive, consistent, and assertive;
- effectively manage highly stressful situations and remain patient and calm;
- research, administer, establish, and interpret rules, policies, guidelines, and procedures;
- act as liaison with other courts, executive branch, and outside entities to build networks and consensus and foster collaborative relationships;
- communicate in a clear and concise manner both orally and in writing;
- establish credibility and integrity;
- maintain confidentiality of personnel issues and records.

Education:

Bachelor's degree in Human Resources, public administration, business administration, or a related field.

Experience:

Five (5) years of progressively responsible work experience in human resources and supervising staff; or an equivalent combination of related education and experience.

Preference will be given to successful completion of the Court Executive Development Program (CEDP) through the National Center for State Courts.