



Pima County Consolidated Justice Court

Job Description

Job Title:	Human Resources Manager
Class Code:	9001
Class Title:	Administration Level 2 - Courts
FLSA:	Exempt
Court Status:	Court Classified
Salary Range:	\$47, 131 - \$70, 696 annually
Minimum Qualifications:	
<p>A Bachelor's degree in Human Resources Management, Business or Public Administration , or a related field and five years of professional human resource experience; OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
Licenses and Certificates:	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
Summary:	
<p>Responsible for directing and overseeing the Human Resources Division for the Justice Court. The incumbent is responsible for the administration of all aspects of human resources functions, to include employment rights, recruiting/selection, classification, compensation, workers compensation and benefits.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Manage the day-to-day operations of the human resources division including interpretation of policies, and decision-making in reply to employee requests for assistance including, but not limited to, benefits, interpretation of policies and procedures, payroll/timesheets issues, forms administration, employment procedures, and/or requests for personnel information in report format; • Evaluate and monitor the effectiveness of services provided and adherence to personnel rules, policies and procedures; • Develop, propose and as directed, implement policies or policy modifications as dictated by court needs, statutory or administrative law, case law or standard HR practices; • Analyze, define and establish division goals and objectives for long and short term planning; • Participate in problem solving and makes decisions within scope of authority; • Provide information, guidance and education on the interpretation of federal and state court rulings and new legislation in the area of employment law; • Oversees and/or conduct investigations of issues pertaining to harassment, discrimination, performance issues and pending employment litigation; • Oversee the coordination and communication with legal counsel in employment matters and litigation; • Serve as a mediator to resolve complaints or grievances; • Identify strategies for the development and delivery of programs and services relating to the administration of human resources; • Serve as the liaison with county human resources and payroll to administer benefits programs, process compensation and classification transactions, and coordinate payroll for court employees; • Provide management and special reports as requested or mandated. Respond to the legal requests for human resources 	

related information;

- Coordinate the formulation, implementation, and maintenance of internal office procedures for recruitment and selection;
- Respond to inquiries from employees and the public regarding employment opportunities, advises employees and the public on human resources policies, rules, and procedures;
- Provide advice and direction to court management in the development of recruiting strategies and examination procedures for Justice Court positions;
- Participate in the recruitment and selection of personnel in Justice Court;
- Monitor and analyze recruitment activity, data, and trends and makes recommendations regarding recruitment and selection issues within Justice Court;
- Processes employment applications into automated applicant tracking system, and assist applicants in completing applications and soliciting additional information where needed;
- Prepare personnel action forms (PAFs) from regular monthly reports or individual requests to process specific employee transactions, such as end of probation or range adjustments, and classification changes.

Additional Duties:

- Monitors employees on leaves of absence;
- Coordinates requests for temporary employment, including the maintenance of coverage logs, processes timesheets, preparation of identification cards, and reviews the accuracy of invoices;
- Processes the requests for employment verifications, resignation, and retirement notifications, and conducts exit interviews for voluntary terminations;
- Serve as the liaison with County Risk Management to ensure the completion of the appropriate forms and maintain logs and files for OSHA and workers compensation claims;
- Operate a variety of office equipment such as photo copiers, desktop computers, and facsimile machines;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Must have knowledge of principles, practices and standards of human resource administration.
- Must have knowledge of the methods and procedures used in collecting, analyzing, interpreting and reporting data.
- Must have knowledge of state and federal regulations that govern recruitment and selection methods and procedures.

Skill in:

- Must have strong organizational skills, supervisory and leadership skills, and performance management skills.
- Must have skills in problem analysis and resolution.
- Must have the ability to effectively communicate with a wide range and diversity of court employees, judicial employees, judges, the public, and community representatives.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

Physical/Sensory Items:

Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.