



## Pima County Consolidated Justice Court

### Job Description

<b>Job Title:</b>	<b>Human Resources Manager - Courts</b>
<b>Class Code:</b>	5275
<b>Class Title:</b>	Human Resources and Training Manager
<b>FLSA:</b>	Exempt
<b>Court Status:</b>	Court Classified
<b>Minimum Qualifications:</b>	
A Bachelor's degree in Human Resources Management, Business or Public Administration , or a related field and five years of professional human resource, training or financial experience; OR any equivalent combination of experience, training and/or education approved by Human Resources.	
<b>Licenses and Certificates:</b>	
None required, but preference is given to applicants with specialized certification or licensure relative to the area of assignment.	
<b>Summary:</b>	
Directs and oversees the Human Resources and Training Department for the Justice Court. The incumbent is responsible for the administration of all aspects of human resources and training functions, to include employment rights, recruiting/selection, classification, compensation, workers compensation and benefits as well as employee professional development. This is a classified position that reports to the Director, Superior Court Human Resources and works directly with the Deputy Court Administrator, Justice Court.	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Provides leadership and supervision of the human resources and training department;</li> <li>• Supervises, directs and evaluates assigned staff; evaluates employee performance, makes hiring decisions and takes disciplinary action up to and including termination;</li> <li>• Develops, proposes and as directed, implements policies or policy modifications as dictated by court needs, statutory or administrative law, case law or standard HR and Training practices;</li> <li>• Evaluates and monitors the effectiveness of services provided in the human resources and training department and ensures adherence to personnel rules, policies and procedures, local, state and federal laws and guidelines;</li> <li>• Analyzes, defines and establishes department goals and objectives for long- and short-term planning; participates in problem solving and makes decisions within scope of authority; identifies strategies for the development and delivery of programs and services relating to the human resources and training department;</li> </ul>	

- Oversees staff professional development; assesses court-wide professional development needs to drive training initiatives;
- Ensures suitable training solutions are acquired and scheduled for court staff; responsible for the effective development, coordination and presentation of professional development programs for court employees;
- Manages the day-to-day operations of the human resources and training department 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;
- Oversees and/or conducts investigations of issues pertaining to harassment, discrimination, performance issues and pending employment litigation; serves as a mediator to resolve complaints or grievances; oversees the coordination and communication with legal counsel in employment matters and litigation; responds to the legal requests for human resources related information;
- Serves as the liaison with county human resources and payroll to administer benefits programs, process compensation and classification transactions, and coordinate payroll for court employees; prepares 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.
- Coordinates the formulation, implementation, and maintenance of internal office procedures for recruitment and selection; responds to inquiries from employees and the public regarding employment opportunities, advises employees and the public on human resources policies, rules, and procedures;
- Provides advice and direction to court management in the development of recruiting strategies and examination procedures for Justice Court positions; monitors and analyzes 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;
- Monitors employees on leaves of absence;
- Provides information, guidance and education on the interpretation of federal and state court rulings and new legislation in the area of employment law;
- Coordinates requests for temporary employment, including the maintenance of coverage logs, processes timesheets, and reviews the accuracy of invoices received for temporary employment services before submitting to finance for payment;
- 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.

#### **Additional Duties:**

- Coordinate the court's volunteer/internship program;
- Facilitate the court's mentorship program;
- Operate a variety of office equipment such as photo copiers, desktop computers, and facsimile machines;
- Complete duties, special assignments and projects as assigned.

#### **Knowledge, Skills, and Abilities:**

- Must have knowledge of principles, practices and standards of human resources administration.
- Must have knowledge methods and procedures used in collecting, analyzing, interpreting and reporting data.
- Must have knowledge federal, state and local laws, rules, regulations, mandates and legal procedures applicable to the PCCJC and associated reporting requirements.
- Must have strong organizational, supervisory, leadership and performance management skills.
- Must have skill 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.
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**Special Notice Items:**

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the 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.

A valid AZ driver license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

**Physical/Sensory Items:**

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