

# ARIZONA SUPERIOR COURT IN PIMA COUNTY



## Job Description

**Job Title:** Director, Human Resources  
**Job Code:** 8300  
**Pay Grade:** 77  
**FLSA Status:** Exempt

### **PURPOSE OF CLASSIFICATION:**

Responsible for directing and overseeing the Human Resources (HR) Division for the Superior Court, including the Juvenile Court Center. The incumbent is responsible for the administration of all aspects of human resources functions, to include employment rights, recruiting/selection, classification, compensation, and benefits.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes and coordinates all activities and services of the Human Resources Division.
- Directs and evaluates the work of professional HR staff and oversees the supervision of the administrative staff.
- Advises court administrators, judges and all supervisory staff on all aspects of human resources management.
- Evaluates and monitors the effectiveness of services provided and adherence to personnel rules, policies and procedures.
- Develops, proposes and as directed, implements policies or policy modifications as dictated by court needs, statutory or administrative law, case law or standard HR practices.
- Analyzes, defines and establishes division goals and objectives for long and short term planning.
- Participates in problem solving and makes decisions within scope of authority.
- Provides 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 conducts investigations of issues pertaining to harassment, discrimination, performance issues and pending employment litigation.
- Oversees the coordination and communication with legal counsel in employment matters and litigation.
- Serves as a mediator to resolve complaints or grievances.
- Identifies strategies for the development and delivery of programs and services relating to the administration of human resources.
- Participates in local and state level committees, boards, and meetings to coordinate the development and delivery of human resources administration.
- Prepares and presents the annual HR division budget.
- 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.
- Participates in the recruitment and selection of management and key personnel in Superior Court.
- Provides management and special reports as requested or mandated. Responds to the legal requests for human resources related information.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Represents the Superior Court on various topics in meetings, seminars, boards, and committees.
- Participates in professional seminars, associations, and training to remain abreast of legal changes or trends that affect the human resources profession.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the theories, principles and practices of human resources administration in a public employer setting.
- Must have knowledge of federal, state, and local legislation governing human resources management.
- Must have skill and ability to manage professionals and administrative support employees.
- Must have strong analytical, problem solving, planning, writing, organizational, and mediation skills.
- Must have the ability to communicate effectively with others in a wide range of settings and topics.
- Must have the ability to employ various types of software necessary to properly perform the job.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree in Human Resources management, public or business administration, or a related field, and eight years of professional human resources experience including three years of supervisory experience; OR, any equivalent combination of experience, training and/or education approved by the Superior Court Administrator or Presiding Judge.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified position that reports to the Superior Court Administrator. The incumbent performs duties and responsibilities under limited supervision. The incumbent will interact, on a regular basis, with court administration, judges, court management, attorneys, and court management employees from other courts, government agencies and the public.

Date: 12/95  
Revised: 05/09/02, 05/05/05