

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Employee Relations Coordinator  
**Job Code:** 8306  
**Pay Grade:** 60  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Provide leadership and the coordination of activities and programs to promote equal employment opportunities and the prevention of sexual harassment and illegal forms of discrimination. Receives complaints from employees and conducts investigations when appropriate.

### **ESSENTIAL FUNCTIONS:**

- Provides professional level human resources services to all Superior Court divisions and to other Courts as required.
- Receives and acts to resolve complaints by employees regarding discrimination, sexual harassment and EEO issues. These issues may involve supervisors, coworkers or others with whom employees come in contact as a result of their employment.
- Investigates complaints filed within the court alleging discrimination, sexual harassment, EEO violations or personnel policies as pertaining to these topics.
- Evaluates complaints received and determines whether to retain the complaint for investigation, assign the complaint to another person or forward the complaint to an appropriate person for handling.
- Assists the Director, Human Resources in compiling and coordinating information with the Attorney General's Office in responses to allegations of discrimination, sexual harassment, and EEO issues filed with outside state and federal agencies.
- Prepares confidential and sensitive reports and summaries of results of investigations and develops recommendations identifying corrective action.
- Assists Director, Human Resources keeping abreast of relevant court decisions and changes in legislation regarding discrimination, sexual harassment, EEO issues and other assigned areas.
- Mediates and reconciles formal and informal conflicts between court employees concerning issues of discrimination and sexual harassment.
- Distributes new and revised Judicial Merit Rules and Policies and Procedures to employees and others as appropriate.
- Conducts periodic reviews of the recruitment and selection procedures to ensure compliance with policies and procedures.
- Designs and delivers training to court employees on topics regarding sexual harassment and hostile work environment.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Assists in ensuring that hiring practices are in compliance with state and federal laws, and are fairly and equitably applied to all applicants.
- May conduct background checks on present and potential employees.
- Recommends appropriate changes to ensure currency in the Judicial Merit Rules and Policies regarding discrimination, sexual harassment, and EEO guidelines.
- Conducts special research projects and/or other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of federal and state laws, regulations, and acts that prohibit employment discrimination and sexual harassment.
- Must have knowledge of techniques and procedures for conducting interviews, gathering and analyzing information, and research and analysis methods.
- Must have knowledge of and skills with alternative dispute resolution practices.
- Must have the skills to conduct interviews, extrapolate relevant information, and conduct objective evaluations of sensitive situations.
- Must have the ability to organize information, draw logical conclusions, and prepare written reports.
- Must have the ability to communicate effectively with a large variety of court employees, judicial staff, community agencies, and the general public.

**MINIMUM REQUIREMENTS:**

A Bachelor’s degree in personnel management, business or public administration, or a related field and five years of professional human resources experience. Professional experience must include coordinating or conducting investigations of sexual harassment and/or unlawful discrimination. Or, any equivalent combination of experience, training and/ or education approved by Human Resources.

**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 a classified classification reporting to the Director, Human Resources. The incumbent performs work under limited supervision and has no supervisory responsibilities.

Date: 7/2000  
Revised: 03/20/02; 08/08/07; 09/10/12

Approved by: \_\_\_\_\_  
Hiring Authority Date

\_\_\_\_\_  
Director, Human Resources Date