

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Human Resources Analyst, Senior  
**Job Code:** 8308  
**Pay Grade:** 60  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for providing professional human resources services for divisions within Superior Court and other courts as necessary. Leads the work activities of human resources staff in the recruitment and related operations and support functions.

### **ESSENTIAL FUNCTIONS:**

- Provides professional level human resources services to superior court divisions.
- Ensures provision of high level human resources services and customer support to superior court divisions and the public by providing leadership to recruitment and operations/support staff.
- Frequently, performs as a lead employee for work activities of human resources staff in the recruitment and related operations and support functions by assigning and reviewing work, training and providing guidance to staff and input to human resources management.
- Monitors employment activities for effectiveness and compliance with court, state and federal rules, regulations and guidelines.
- Coordinates the formulation, implementation, and maintenance of internal procedures for recruitment and selection.
- May coordinate the formulation, implementation, and maintenance of internal procedures for Human Resources operations and support functions. Reviews processes for improvement and recommends change and automation as needed.
- Provides advice and direction, acts as a resource, to court management in the development of recruiting strategies and selection procedures for superior court positions.
- Leads and monitors the recruitment processes for the judicial and managerial positions; may act as a human resources interface as necessary.
- Responds to inquiries from employees and the public regarding employment opportunities and career paths; advises employees and the public on human resources policies, rules, and procedures.
- Responsible for the technical and administrative operation of the automated applicant management system. Interfaces with the vendor and/or Information Technology Services Division (ITSD) to resolve problems or implement updates; troubleshoots escalated applicant requests for assistance; acts as a trainer and resource for the human resources and court staff.
- Responsible for the technical and administrative operation of the automated employee information management system. Interfaces with the vendor and/or ITSD to resolve problems or implement updates.
- Monitors and analyzes recruitment activities, data, and trends and makes recommendations to the human resources director regarding recruitment and selection matters.
- Performs data audits both in the applicant tracking and employee information tracking systems, analyzes information proactively, and provides information on request in support of human resources initiatives.
- Responds to and assists human resources specialists in day-to-day operational questions and issues.
- Designs and delivers training to court employees on various recruitment, benefits and related topics.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Provides input to human resources director in short and long-term planning, establishing goals and objectives related to the human resources function in superior court.
- Assists in developing, revising, and implementing processes that increase the efficiency of human resources programs and services.
- May represent superior court at meetings, seminars and other occasions.
- May assists the human resources director in the preparation of the annual division budget.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles, practices and standards of human resource administration, emphases on sound recruitment practices and operational matters.
- Must have knowledge of federal, state, and local legislation influencing public employer policies, procedures and human resources programs.
- Must have skills to research, compile, analyze, recommend, report or present relevant data and information.
- Must have strong verbal and written communication skills.
- Must have the ability to use Microsoft Office software products such as Outlook, Word, Excel, PowerPoint and Visio.
- Must have the ability to analyze and evaluate human resources and organizational operating processes and procedures.
- Must have the ability to demonstrate leadership skills while leading human resources staff, and in the interface with management employees.

**MINIMUM REQUIREMENTS:**

A Bachelor's Degree in Personnel, Business or Public Administration, and four years of professional human resource experience; OR, Eight years of progressively responsible human resource experience, including experience in the area of recruitment and selection; OR, Any equivalent combination of experience, training and/ or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Drivers license.

**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 position that reports to the Human Resources Director. The incumbent performs duties under general supervision, and provides leadership and work direction to professional and administrative support staff in the human resources division.

Date: 12/95  
Revised: 06/24/02; 01/08/13

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date