

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Manager, Human Resources
Job Code: 8302
Pay Grade: 65
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Responsible for providing professional level Human Resources services for divisions within Superior Court and other courts as required. Supervise the work activities of Human Resource Analysts and Human Resources Specialists in the daily operations of the human resources department. Perform on behalf of the Director, Human Resources, on day-to-day operational issues.

ESSENTIAL FUNCTIONS:

- Manages the work processes and the work of one or more of the human resources division functions.
- Manages a staff of professional and paraprofessional human resources employees. Establishes work goals, objectives, and coordinates performance management of the staff.
- Manages the day-to-day operations of the human resources division including interpretation of policies, and decision-making in reply to questions and requests for assistance.
- Collaborates with the classification and compensation staff on offers of employment, requests for statistical reports and information, training programs, annual survey and budget planning projects.
- Monitors employment activities for effectiveness and compliance with court, state and federal rules, regulations and guidelines.
- Coordinates the formulation, implementation, and maintenance of internal office procedures for recruitment and selection.
- Provides advice and direction to court management in the development of recruiting strategies and examination procedures for Superior Court positions.
- Assists in the recruiting, staffing, interviewing and evaluating of applicants for managerial and professional positions.
- Responds to inquiries from employees and the public regarding employment opportunities, advises employees and the public on human resources policies, rules, and procedures.
- Performs as systems administrator for the automated applicant management system.
- Monitors and analyzes recruitment activity, data, and trends and makes recommendations regarding recruitment and selection issues within Superior and Juvenile Courts.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Assists the Director, Human Resources, in the preparation of the annual division budget.
- Prepares and presents oral and written reports and correspondence as required.
- Represents Superior Court and the Human Resources division at meetings, seminars, job fairs, and other occasions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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.
- 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.

MINIMUM REQUIREMENTS:

A Bachelor's degree in Human Resources Management, Business or Public Administration and five years of professional human resource experience; 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 position that reports to the Director, Human Resources. The incumbent performs duties under limited supervision, provides leadership, supervision and work direction to a professional and administrative support staff in the human resources division.

Date: 09/01/02
Revised: 11/15/07