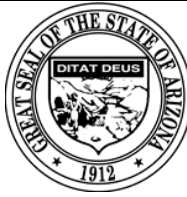


# SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Human Resources Manager  
**OCCUPATIONAL CATEGORY:** Administrative  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 07/08/15



**CLASS CODE:** J275  
**FLSA:** Exempt  
**SALARY RANGE:** 22  
**STATUS:** Unclassified

### JOB SUMMARY

Under administrative direction, oversees and performs a variety of human resources-related duties in support of all Mohave County Superior Court divisions including, but not limited to, the Clerk of Superior Court, Adult and Juvenile Probation including Juvenile Detention, and Superior Court judicial divisions and court administration.

### REPORTS TO:

Superior Court Administrator.

### SUPERVISION EXERCISED

Directs and evaluates the work of paraprofessional Human Resources staff.

### ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Advises the Presiding Judge, court administrator, judges and court division heads on all aspects of human resource management, as assigned. Evaluates and monitors the effectiveness of services provided by the Court Human Resource Office and the Superior Court's adherence to personnel rules, policies and procedures.
- Ensures that human resource practices are in compliance with regulatory and legal requirements; and assists in analyzing, defining and establishing human resource goals and objectives for long and short term strategic planning.
- Reviews, conducts studies, performs analyses, evaluates and formulates and recommends an appropriate course of action on human resource issues.
- Provides information, guidance, and education on the interpretation of federal and state court rulings and new legislation in the area of employment law.
- Researches, develops and makes recommendations for changes to the Judicial Merit System Rules and related policies, procedures and programs.
- Interprets and explains the Judicial Merit System Rules and related policies and serves as administrative arm of the Judicial Merit Commission.
- Coordinates policy and procedural issues with Mohave County Human Resources as may be required.
- Participates in problem solving and makes decisions within scope of authority.
- Develops and manages recruitment and selection, performance management, employee relations, job classification, training/development and related programs.
- Performs and oversees duties related to new hire and personnel action processing, records retention and destruction, maintenance of personnel files and the Human Resource Information System (HRIS).
- Assists the Court Administrator with the administration and oversight of local COJET related activities; assists in the development and facilitation of judicial new employee orientation and other human resource related training programs.
- Advises division heads and supervisory personnel regarding conduct and discipline; may assist in conducting investigations of issues pertaining to harassment, discrimination, performance issues and pending employment litigation; and coordinates and communicates with legal counsel regarding employment matters and litigation.
- Assists in coordinating the processing of employee grievances and appeals; assists court division heads in responding to unemployment claims and other external agency matters.
- As assigned, conducts job audits and makes classification and/or compensation recommendations.

- Drafts new class specifications and/or modifies existing class specifications.
- Provides special reports to management as requested or mandated.
- Responds to legal requests for human resource related information; and may participate in local and state level committees or meetings as required.
- Undertakes special projects as assigned.
- Performs other duties as assigned.

## **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles and practices of human resources administration in a public employer setting.
- Knowledge of federal, state, and local legislation governing human resources management.
- Knowledge of the principles of public budgeting, monitoring and evaluation.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of strategic planning.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the legislative process.
- Knowledge of trends and practices in human resources management and public sector administration.

### **Skill in:**

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in producing written presentations and oral reports for internal and external audiences.
- Skill in organizing and coordinating the efforts of court personnel and others.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

### **Ability to:**

- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

## **WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general public.

## **WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.

## **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

A Bachelor's degree in Human Resources Management, Judicial Administration, Business Administration, Public Administration, or a closely related field **AND** three (3) years of relevant, progressively responsible human resources management experience including at

least one (1) year of supervisory experience or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### **SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.