



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION & SUPPLEMENTAL QUESTIONNAIRE

DIRECTOR OF HUMAN RESOURCES

Monthly Salary: \$5681 - \$6906

Final Filing Date: Until position is filled

THE POSITION

Under direction, performs difficult, complex and specialized human resource analytical work in areas such as recruitment, selection, classification, compensation, equal employment opportunity, labor relations, employee relations, risk management, training/development and other areas. This position serves at the will of the Court Executive Officer.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES:

- Plans, organizes and directs human resources programs including labor relations, employee relations, recruitment, testing and selection, classification and compensation, training, benefits, retirement, workers compensation and safety, payroll, personnel rules and related employee programs.
- Serves as ADA compliance officer; develops, implements and administers EEO, ADA, Harassment and Discrimination Prevention and related programs; investigates complaints; responds to inquiries from compliance monitoring agencies; prepares and submits required reports.
- Represents the Court in collective bargaining negotiations with various bargaining units.
- Develops, implements and interprets court personnel and labor relations policies; keeps abreast of changes in court legislation and state and federal legislation that affects employment related issues; evaluate impact of legislation, develops implementation plan and advises staff of changes.
- Administers the discipline and grievance process; advises supervisors and managers on disciplinary issues; represents court in administrative processes; oversees performance of employee development program.
- Coordinates and directs various human resource projects and activities to support management in the delivery of services.
- Supervises the maintenance of personnel records, including new hires, terminations, promotions, and other personnel data.
- Obtains background and job related information.
- Plans and conducts studies involving personnel functions of divisions, positions, recruitment or other areas; prepares recruitment and examination materials; analyzes and interprets test results; oversees interviews and oral examinations.
- Maintains an understanding of and ensures compliance with the FMLA, CFRA, and PDL and COBRA benefits/rights.

An Equal Employment Opportunity/Affirmative Action Employer

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced principles and practices of public personnel management including recruitment, examination, position classification, compensation and employee relations.
- Advanced principles and practices of public sector labor relations.
- Equal Employment and non-discrimination.
- Federal, state, local and court rules, regulations and laws affecting employees in local government.
- Principles and practices of employee supervision and training.
- Functions of unions, bargaining units, negotiations, ADA, EEOC, Affirmative Action, and FLSA.

Skill to:

- Operate modern office equipment including computer equipment and data bases.
- Operate a motor vehicle safely.

Ability to:

- Analyze a variety of personnel matters, define problems and make appropriate recommendations.
- Understand, interpret, apply and/or implement personnel laws, rules, regulations and policies.
- Gather and evaluate data and prepare meaningful, concise and accurate written and oral reports and recommendations.
- Communicates effectively both orally and in writing.
- Establish and maintain positive work relationships with others at all organizational levels.
- Initiate, plan and complete assignment with little or no supervision.
- Function effectively in urgent and/or confrontational situations; use patience, tact and courtesy in dealing with others.
- Exhibit strong initiative, integrity and sound judgment.
- Mediate and resolve disputes.
- Counsel supervisors and employees regarding disputes, discipline, grievances and personnel management issues.
- Understand and promote diversity.
- Supervise, train, plan and evaluate assigned staff.

OTHER JOB RELATED DUTIES:

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Experience: Requires five years of increasingly responsible human resources experience.

Education: Requires a Bachelor's degree from an accredited college or university with major course work in human resources, business or public administration, criminal justice or related field.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment and some ability to travel to different sites and locations.

LICENSE OR CERTIFICATE:

Possession of a valid California driver's license.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS: A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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APPLICATION PROCESS:

Please review the Application Guidelines for requirements. The application and the supplemental questionnaire are required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. An application and supplemental questionnaire may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are:

Monday - Friday, 8:00 am – 5:00 pm

MAILED APPLICATIONS:

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

Madera Superior Court
Human Resources Division
200 South "G" Street, Madera, Ca 93637

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Revised: November 12, 2015

DIRECTOR OF HUMAN RESOURCES SUPPLEMENTAL QUESTIONNAIRE

IMPORTANT: Applicants for this position are required to submit responses to the following supplemental questions. Your responses will be used in the selection process. If you do not have experience in an area, please answer "N/A." When responding to each question, include the length of experience, employer and job title. **Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses.**

1. Describe your experience managing in a unionized, public sector organization.
2. Describe your experience in managing employee issues. Specifically include your experience with progressive discipline, performance management, and conflict resolution.
3. Please describe your experience in the following areas: staffing, recruitment, risk management, leave management, statistics, payroll, and benefits management.
4. Describe your experience managing activities pertaining to job classification and compensation analysis and determination. Include an explanation of the methods and criteria you used to perform the analysis and determinations.
5. Describe your methods for establishing and maintaining strong working relationships with all members of the an organization including, e.g., the judiciary/elected officials, executive management, mangers, supervisors and line staff and external governing bodies, such as the Judicial Council. In addition, describe any experience you have had with repairing or bolstering relations that became damaged or strained.