IOWA JUDICIAL BRANCH

JOB OPPORTUNITY BULLETIN

DATE: September 19, 2013

POSITION TITLE: Director of Human Resources

LOCATION: Judicial Branch Building
1111 E. Court Ave.
Des Moines, IA 50319

SALARY: $76,252.80 - $108,555.20, plus State of Iowa Benefit Package

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university in business administration, public administration, human resources management or a closely related field and four (4) years of professional personnel administration experience. PHR or SPHR certification preferred.

DUTIES: This is a highly responsible administrative position in state court administration which performs broad range of advanced level human resources management work of considerable scope and complexity. This position reports to the State Court Administrator and provides human resources advice and assistance to the judicial officers, staff, managers and administrators of the Iowa Judicial Branch. (See attached job description.) The Iowa Judicial Branch is comprised of approximately 350 judicial officers supported by approximately 1700 staff and administrators located in more than 150 work locations. The Judicial Branch has an annual budget of $168 million.

HOW TO APPLY: Send resume and cover letter to David K. Boyd, State Court Administrator at SCAHR@iowacourts.gov

CLOSING DATE: Open until filled; first consideration will be given to those who apply by close of business on October 11, 2013.

EEO/AA

Iowa Judicial Branch

Director of Human Resources

Class Code: 13007

Pay Grade: 38

Definition:

This is a highly responsible administrative position in state court administration which performs a broad range of advanced level personnel management work of considerable scope and complexity. This position reports to the State Court Administrator.

Essential Functions/Examples of Work Performed (A position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Develops, updates and maintains personnel policies, supervisors manuals, practices and procedures to improve effectiveness of personnel management. Advises managers and supervisors on interpretation and implementation.

Consults with management concerning employee performance evaluation, EAP referrals, discipline and just cause, investigations, terminations, selection techniques, EEO and affirmative action, family medical leave, harassment, hostile work environment, disability accommodations, drug-free workplace, workplace violence, bullying in the workplace, employee relations, grievance handling, compliance with collective bargaining agreements, job classifications, health and safety, unemployment compensation, workers compensation, benefits and salary administration.

Interprets laws, court cases, rules, and policies relating to a broad range of employment issues such as: EEO/AA, ADA, Family Medical Leave Act, harassment, hostile work environment, employment at will, wrongful discharge, drug-free workplace, etc. Determines the degree of compliance with applicable laws and regulations and advises management on compliance to minimize liability. Consults with or refers complex employment law issues to State Court Administrator Legal Counsel.

In cooperation with the Director of Judicial Education, coordinates, and/or conducts training and development programs for employees and managers.

Works with Judicial Branch staff to develop specific training and development programs for new hires, succession planning and career development for existing employees.

Conducts new employee orientation and provides benefit education, as needed.

Prepares annual EEO/AA report, prepares updates of AA plan for consideration by State Court Administrator, oversees setting and monitoring AA goals, works with districts in meeting goals.

Completes reports (i.e., OSHA) as required.

May assist State Court Administrator Legal Counsel with information required to answer complaints filed with the EEOC, Iowa Civil Rights Commission, and Public Employment Relations Board.

Develops and maintains job descriptions, reviews and approves promotions, as requested, coordinates job classification appeal process, serves as member of comparable worth review committee.

Recruits, screens and interviews candidates for selected positions.

Conducts exit interviews and compiles information from interviews that provides an analysis of turnover factors.

Maintains knowledge and understanding of regulations, industry trends, current practices, new developments and applicable laws regarding Human Resources.

Advises management in the application of policies and in developing solutions.

Counsels management in appropriate interventions and resolution of employee relations and staffing issues.

Conducts investigations and responds to employee complaints.

Advises and consults with State Court Administrator and District Court Administrators on organizational development and reorganization as needed due to changing technological processes of the Judicial Branch.

Advises, guides, assists and trains employees in related work.

Staffs committees related to Judicial Branch personnel management and is a member of management's collective bargaining team.

Other duties and projects, as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of the principles of public personnel administration according to professional standards.

Considerable knowledge of and ability to interpret/apply pertinent laws, case law, rules, contracts, and employment policies, practices and procedures. Knowledge of equal employment opportunity, affirmative action, the Americans with Disabilities Act, Family Medical Leave Act, Fair Labor Standards Act, harassment, employment at will, wrongful discharge, the Drug-Free Workplace Act, etc.

Strong communication, human relations, analytical and problem-solving skills, ability to assist management through the exercise of sound judgment and discretion in analyzing problems and recommending appropriate action.

Knowledge of the structure of state government and the judicial branch in particular.

Knowledge of the state centralized personnel system including applicable rules, regulations and policies.

Ability to establish and maintain effective working relationships with judicial personnel, administrators from state departments, and the public.

Ability to structure tasks, plans and objectives, to establish priorities and set goals, and to solve problems in a quick and effective manner.

Knowledge of all basic computer skills, including but not limited to e-mail, internet, word processing, excel, access, etc.

Ability to present ideas effectively both orally and in writing.

Ability to collect analyze and report data.

Ability to work with confidential information on a regular basis.

Ability to work independently or as a team member with minimal supervision.

Must possess initiative, flexibility and be cooperative.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior

Ability to treat co-workers, court users/participants, and members of the public courteously and impartially regardless of race, sex, age, color, national origin, religion, disability or socio-economic status.

Working Conditions

Normal inside office environment. Regular use of all modes of modern technology, including computer and Microsoft software and e-mail. Occasional travel.

Education, Experience, and Special Requirements

Bachelors degree from an accredited college or university in business administration, public administration, human resource management, or a closely related field, and four (4) years of professional personnel administration experience. PHR or SPHR certification preferred.

OR

At the option of the appointing authority, two years (24 semester hours or the academic equivalent) of graduate level course work in business or public administration, human resource management, , or a closely related field may substitute for up to two years of the required experience.

Revised: September 2013

Note: This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by management.