**Opportunity Information**

**Job Title:** Director of Human Resources  
**Job Code:** R43200  
**Location:** Denver  
**District:** 29 SCAO - Human Resources  
**Department:** State Court Administrator's Office  
**Monthly Salary Range:** $14,437.00 - $14,437.00  
**Posted Date:** 06/15/2020  
**Closing Date:** 06/29/2020  
**Position#:** 29010  
**FTE:** 1.0

* An eligibility list may be created from this job announcement

**Brief Description**

**Judicial Branch Overview**

The Colorado Judicial Branch is a premier state government agency focusing on state trial courts and offender probation. Across the many varied career paths within the organization we universally recruit ambitious individuals to become valued public servants and future leaders. We are seeking applicants who want to contribute in making the Judicial Branch the “employer of choice” in Colorado. In addition, our desire is to hire professionals who consistently demonstrate integrity, embrace change, and contribute to the bottom line success of their smaller work team and the larger goals of the organization.

In return, you will gain valuable experience with a progressive organization known as one of the top judicial systems in the nation. The Judicial Branch allows employees to work with creativity in a unique culture defined by ethics, where execution, excellence and high performance are rewarded. Career opportunities abound within the organization as the average Judicial employee has tenure of 10+ years of service.

In a recent statewide employee survey an overwhelming majority of our employees ranked “sufficient work/life balance” as the #1 benefit of their job. Additionally, Judicial Branch employees take great pride in serving an organization that provides high-quality services to Colorado residents. Providing a positive work environment and culture with a competitive total rewards compensation package, the Colorado Judicial Branch is the solid career opportunity for which you have been seeking!

**General Statement of Duties**

Leads the Human Resources (HR) Division of the State Court Administrator's Office for the Colorado Judicial Department and assists the State Court Administrator in the operations and strategic direction of the Judicial Department.

**Minimum Qualifications**

*To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily.* The requirements listed below are representative of the knowledge, skill, ability,
physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Graduation from an accredited college or university with a bachelor's degree in judicial, public, or business administration; sociology; psychology; human resources development or related field. Advanced degree preferred. Six years of professional, administrative, supervisory, or management experience is required. Three years of demonstrated executive level leadership preferred.

Additional Comments

The Human Resources Director is a member of the senior executive staff team at the State Court Administrator’s Office (SCAO). This position reports directly to the State Court Administrator and is responsible for leading the development and execution of an organizational human resources strategy that supports the strategic vision and values of the Colorado Judicial Department. In addition to leading the Human Resources Division at SCAO, this position will be responsible for the success of all areas within HR, including talent management, change management, organizational and performance management, training and development, total compensation, and inclusion and diversity. This role will serve in support of our customers and collaborative partners in the state trial courts, appellate courts, and probation departments across Colorado. The successful candidate will have demonstrated interest and ability in building and leading teams.