

# JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR HUMAN RESOURCES (HR) ANALYST  
**LOCATION:** SAN FRANCISCO/SACRAMENTO  
**JOB OPENING #:** 5248

### OVERVIEW

The Judicial Council of California is accepting applications for the position of Senior Human Resources (HR) Analyst for the Labor & Employee Relations unit (LERU) of the Human Resources office.

The Senior HR Analyst in the LERU will perform a variety of labor and employee relations, and high-level Human Resources functions in support of the Judicial Council, the Superior Courts, and other judicial branch entities. The work is concentrated in complaint intake and resolution, report writing and analysis, training and development, personnel policy development and interpretation on complex matters of labor relations, employee relations, and personnel issues.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, \$130 monthly stipend towards public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the San Francisco or Sacramento office.

**The position is expected to be filled at or around the start of the salary range, \$6,752.00 per month.**

### RESPONSIBILITIES

- The Senior HR Analyst will serve as a resource to trial courts, the Judicial Council and other judicial branch entities on a variety of complex employee relations and Human Resources functions:
  - Fields sensitive and complex inquiries from the courts relating to human resources matters and resolves problems or issues arising from such inquiries;
  - Advises courts on essential, up-to-date information on a number of complex employment topics, ranging from emerging labor issues to statewide employment practices and court personnel issues;
  - Assists the courts with management, development and implementation of personnel policies; researches and reviews personnel policies, MOUs, case law, and statutes to understand the landscape; provides recommendations and consultation.
- Assists in designing and implementing performance management programs and policies;
  - In coordination with the Labor & Employment Relations unit (LERU) and Legal Services, coaches and counsels the managers of the Judicial Council of California, and other judicial branch entities, with employee discipline issues, documentation and performance improvements plans;
  - Designs and implements performance appraisal systems appropriate for the various judicial agencies.

- Researches, review, interprets, develops and implements specialized human resources personnel policies, procedures, and programs:
  - Explains and interprets policies, procedures and practices and ensures policies are applied in an equitable, consistent manner;
  - Researches, drafts, edits, and reviews policy documents, including but not limited to personnel policies, statewide human resources practices, performance review documents, and internal human resource policies;
  - Supports LERU negotiation efforts with research on statewide practices and contract clauses;
  - Investigates employee complaints of discrimination, harassment or retaliation, as well as employee misconduct issues, interviews relevant witnesses, gathers evidence, and draft detailed fact-finding reports. In addition, this position is involved in providing basic performance management advice, general employment advice, dispute resolution, human resources training and supports and assist the unit staff in negotiations;
  - Advises courts on essential, up-to-date information on a number of complex employment topics, ranging from emerging labor issues to statewide employment practices and court personnel issues.
- Conducts analytical human resources studies, develop recommendations, and make presentations to management:
  - Drafts and reviews a variety of documents including memorandums, reports, checklists and other documents such as FAQs, guide, templates, instructions, etc. to educate employees and managers on the process, policies, concepts, etc.
  - Designs or contributes to various HR projects including employee onboarding process, performance management surveys, employee recognition project, etc.
- Provides subject matter expertise in the development and delivery of a variety of trainings and educational programs:
  - Assists in the development and delivery of various trainings and development programs for the Judicial Council;
  - Researches assigned topics and writes course curricula;
  - Employs various facilitation strategies and tools in designing training programs.
- This position works independently with limited supervision, often receiving multiple projects with varied deadlines. This position interfaces with multiple levels of staff and management with the Judicial Council and well as the trial courts.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree, and four (4) years of professional human resources experience developing, managing or administering human resources programs or functions. Possession of a bachelor's degree in a directly related field such as human resources, organizational development, etc. may be substituted for one of the years of required experience. An additional four years of professional human resources experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Juris doctor with a focus on employment law or master's degree in human resources, organizational development, and one (1) year of human resources experience developing, managing or administering human resources programs or functions.

OR

One year as a Human Resources Analyst for the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Human Resources Analyst in a California Superior Court or California state-level government entity.

Knowledge of:

- Basic supervisory principles and practices.

- Principles, practices, and practical application of personnel management programs.
- Employment laws, rules, and regulations.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques of preparing effective oral presentations and written materials.

Ability to:

- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Interpret, explain, and apply requirements related to employment law and HR policies and programs.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise analytical reports, correspondence, and other written materials.
- Compile, analyze, and summarize information and data.
- Analyze and resolve varied operational problems and policy issues.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Operate personal computers and use specified computer applications, such as word processing.

**OTHER**

Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

Beginning July 1, 2020, Judicial Council employees are required to participate in the one day per month Mandatory Furlough Program.

**HOW TO APPLY**

This position is OPEN until filled, and requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #5248 at <https://www.courts.ca.gov/careers.htm>

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf 415-865-4272.

**PAYMENT & BENEFITS**

(This position is expected to be filled at or around the start of the salary range, \$6,752.00 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Judicial Council of California Is an Equal Opportunity Employer.**

**Supplemental Questions**

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. For each functional area listed below, please identify your level of proficiency as none, some, fully experienced, or expert. Please indicate for which employer you performed these functions.

	None	Some	Moderate	Expert
a. Resolving grievances For employer: _____	[ ]	[ ]	[ ]	[ ]
b. Developing negotiating strategies For employer: _____	[ ]	[ ]	[ ]	[ ]
c. Negotiating labor agreements For employer: _____	[ ]	[ ]	[ ]	[ ]
d. Complaint investigation For employer: _____	[ ]	[ ]	[ ]	[ ]
e. Providing training in labor relations For employer: _____	[ ]	[ ]	[ ]	[ ]
f. Providing advice on discipline/performance management issues For employer: _____	[ ]	[ ]	[ ]	[ ]
g. Performing public sector labor relations For employer: _____	[ ]	[ ]	[ ]	[ ]
h. Developing trainings for a management audience. For employer: _____	[ ]	[ ]	[ ]	[ ]
i. Delivering trainings for a management or non-management audience. For employer: _____	[ ]	[ ]	[ ]	[ ]

2. For each area identified above as fully experienced or expert, please describe your most complex work relative to that area. Please include information about your level of responsibility and authority in decision-making.