

Sr. Human Resources Analyst II/Employee Relations

Job Code: JD03725

Location: Denver, CO/various locations throughout the state

Department: Office of the State Court Administrator

Posted: 03/04/2024

Closes: 04/04/2024

Position Number: 29038

FTE Level: 1.0

Apply at:

https://coloradojudicial.recruitmentplatform.com/details.html?jobId=5842&jobTitle=Senior%20Human%20Resources%20Analyst%20II%2FEmployee%20Relations%20*Hybrid%20Schedule

****Applications submitted through any other site will not be considered****

POSITION INFORMATION

Job Code: R43210

Full Time Salary Range: \$6,157.00 - \$8,518.00

FLSA Status: Exempt

Click [here](#) for information on employee benefits.

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

MISSION STATEMENT

The Judicial Department works to provide equal access to justice, contribute to public safety, and strengthen the rule of law across Colorado. Together our courts and probation departments are committed to impartial and timely dispute resolution; support for families, litigants, and victims; client rehabilitation; and meaningful community engagement.

STATEMENT OF DUTIES

General Statement Of Duties:

Provides professional human resources services for the Colorado Judicial Department. This position may be assigned to and required to provide human resources related services to specific departments throughout the Judicial Department.

Distinguishing Factors:

The Human Resources Analyst is distinguished from other human resources classifications due to the responsibility of performing a wide variety of human resources related functions. The Human Resources Generalist provides advice and assistance to judges, management, and employees on a broad range of human resources issues including; the interpretation of personnel rules and federal, state and local laws concerning employment in order to reduce liability; implementation of human resources rules and policies; employee recruitment and retention; performance management; training and development; and employee relations. This position will effectively interface with employees, all levels of management and members of the Human Resources Division. Supervision is received from the Manager of Employee Relations.

ADDITIONAL COMMENTS

This posting will be open until filled with the first date of review on March 20, 2024 and every five days thereafter. We are recruiting for 4 positions in several locations across the state

The Human Resources Division of the Colorado Judicial Department is a fast-paced and forward-thinking unit that provides top-notch human resources support throughout the organization. We are seeking versatile professionals to serve in a dynamic role as Senior Human Resources Analysts with an emphasis on employee relations. The positions will be part of the Human Resources Analyst team and will often operate independently. The successful candidates will have the opportunity to cultivate collaborative relationships with department leaders, judicial officers, and employees by serving as their primary point of contact for a variety of human resources-related matters. In addition, they will be well-versed in educating adult learners to keep our staff at the forefront of knowledge. Engagement with the Human Resources Analyst team and business partners will take place virtually and in-person.

The positions will be responsible for providing human resources services to the following Judicial Districts:

- **Opening #1** - 2nd, 3rd and 11th (Denver, Trinidad and Canon City)
- **Opening #2** - 4th and 16th (Colorado Springs and La Junta)
- **Opening #3** - 5th, 9th and State Court Administrator Office (Breckenridge, Glenwood Springs and Denver)
- **Opening #4** - 17th, Supreme Court and Court of Appeals (Brighton and Denver)

The successful candidate would have the option to work a hybrid work schedule from the office and remotely from home. The successful candidate will be expected to travel and work from the districts they support and other districts, as needed. The primary work location may be in one of the districts listed above ([see district map](#)).

Salary offers are based on a wide variety of factors including a candidate's experience, skills, and education, as well as budget availability. The full salary range for this position is \$6,157.00 to \$8,518.00 per month. The hiring range for this position is \$6,157.00 to \$7,388.00 per month. Salary growth within the job classification is based on performance awards, salary survey increases, etc.

Consideration will be based on the online application, and we encourage you to include all relevant information. Resumes and cover letters are optional. Resumes shall not be substituted for the completed application. Not filing a completed application may limit further consideration for the position.

ESSENTIAL FUNCTIONS

Reviews, interprets, and advises on federal, state and local employment regulations including but not limited to Family Medical Leave Act, Fair Labor Standards, Workers' Compensation, and the Americans with Disability Act. Initiates changes to Judicial Department policy to ensure compliance.

Creates and facilitates training on human resources topics which incorporate employment trends, remains consistent with federal and state regulations, and addresses management and employee needs.

Provides advice and management consultation to Judges, District Administrators, Chief Probation Officers, Division Directors, and employees regarding human resources issues requiring the interpretation and application of personnel rules, human resources laws and individual circumstances.

Conducts office hours in various assigned locations on a regular basis.

Monitors the employment environment to ensure consistent treatment of employees state-wide.

May represent the Human Resources Division on various judicial committees or as a participant in various projects.

Participates in creating and implementing specialized projects in the area of human resources. Areas may include but are not limited to, EEO, HRIS, Database Administration, Employee Relations, Training, Performance Appraisals, Investigations, and Compensation Analysis.

Provides support on the research, design, implementation and communication of human resources initiatives.

Human Resources Analysts participate as an advisory member on regional Performance Management Teams (PMT).

Conducts classification reviews and provides recommendations regarding proper classification. Provides recommendations for updates and revisions to job descriptions as needed.

May assist in conducting wage analysis and providing compensation recommendations.

Drafts personnel rules, administrative recommendations, Chief Justice Directives; designs forms; proposes procedures and directives based upon research and evaluation of issues and problems; and analyzes proposed legislation for possible impact on the Judicial Department.

Participates in recruitment and selection for Colorado Judicial Department personnel.

Responds to EEOC complaints, conducts investigations into claims of discrimination and harassment, and makes formal recommendations. Assists in the resolution of employee disputes. Some positions may provide mediation.

The Human Resources Analyst shall be available to local district management and employees on issues related to corrective and disciplinary actions. May be considered a first line of contact during employee emergencies.

Attends meetings and training as required.

Performs other duties as assigned.

Supervisor Responsibilities:

Responsible for one's own work product and may provide leadership, guidance, assistance, or mentorship to coworkers including scheduling of work, instructing in work methods, and reviewing work products for a work group. May include formal supervision of less than three subordinates with duties that include scheduling and assigning of work, conducting performance appraisals, providing input into and participating in discipline, dismissal, and hiring processes and decisions impacting the pay, status and tenure of others.

MINIMUM QUALIFICATIONS

Minimum Education:

Graduation from an accredited college or university with a bachelor's degree and three years of experience in human resources, benefits, and/or organizational development which must have included one year of training (group facilitation) experience. Additional work experience in these or other related fields may be substituted on a year for year basis for the required formal education.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers and reach with hands and arms. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet. This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously; and may occasionally handle absentee replacement on short notice. Position may require frequent travel with overnight stays.

Equal Employment Opportunity, Affirmative Action, and Americans with Disabilities Act Employer Notice

Each individual employed must provide proof of identity and eligibility for employment.

NOTICE: Employees hired after March 1, 1988, are required to enroll in the direct deposit program for payroll.

Request for accommodation: If you have a mental or physical impairment that affects one or more significant life activities (such as mobility, hearing, vision, speech, breathing, learning, etc.) and require reasonable accommodations for testing or interviewing, it is your responsibility to inform the office scheduling the interview or test at least three working days in advance. If you need reasonable accommodation at the workplace, please notify the hiring authority.

NOTICE: All prospective employees of the Colorado Judicial Branch are subject to a background investigation before being hired. Upon request, you can obtain a copy of the Equal Employment Opportunity Utilization Report.

INFORMATION ALERT: Judicial Branch employees are prohibited from holding office in a political party or engaging in partisan activities that promote one political party or candidate over another in political elections. However, employees may hold non-partisan public office as long as there is no conflict of interest or appearance of impropriety with their duties performed for the Judicial Branch. The Chief Judge of the judicial district will have the authority to determine the existence of any conflicts. Employees must obtain prior approval from the Chief Judge before seeking or assuming any such office. It is important to note that any work related to the held office should not be performed during Judicial Branch working hours. Membership on a board or commission that requires registration or party identification as a qualification is not considered a partisan political office.