

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 Analyst – IDM/LERU

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6208

OVERVIEW

The Judicial Council of California is accepting applications for the position of Senior Human Resources Analyst within the Integrated Disability Management (IDM) and Labor and Employee Relations (LERU) teams in Human Resources. Our teams strive to provide timely, responsive, and professional human resources management services reflecting best practices to California judicial branch employees and judicial officers, with the overarching goal of developing the California judicial branch as an employer of choice.

This position will serve a key role within the Human Resources office, primarily tasked with administering and facilitating disability management services and leave administration under FMLA/CFRA for state judicial branch employees. The role exists to ensure that employees receive appropriate accommodations and support, while maintaining compliance with legal standards and/or Judicial Council and other state entity policies. Additionally, the position will work autonomously, yet in close collaboration with the LERU team, to support the team in providing labor and employee relations services.

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, up to \$130 per month reimbursement for qualifying commuting costs. 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.

RESPONSIBILITIES

- Assess and provide both temporary and permanent accommodations for employees with workplace and non-workplace related injuries or illnesses.
- Oversee the administration of Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) processes, including the evaluation and determination of employee leave eligibility.
- Designate and manage the appropriate qualifying leave types for employees under FMLA/CFRA, ensuring compliance with federal and state regulations.
- Coordinate with healthcare professionals to obtain necessary medical certifications and documentation to support employee leave requests.
- 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.
- Research, review, interpret, develop, and implement specialized human resources personnel policies, procedures, and programs.
- Provide subject matter expertise in the development and delivery of a variety of trainings and educational programs.

- Support Labor and Employee Relations Officers on a variety of bargaining matters and labor negotiations.

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

Juries 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.

DESIRABLE QUALIFICATIONS

- Proven expertise in individual disability management, including familiarity with FMLA/CFRA and ADA regulations, and experience in designing and implementing workplace accommodations.
- Possession of a professional HR certification, such as CPDM, which indicates a strong foundation in disability management practices and laws.
- Exceptional interpersonal abilities with a track record of effectively collaborating with diverse teams and providing clear, empathetic communication to all levels of staff.
- Strong analytical and strategic thinking capabilities, with a demonstrated ability to solve complex problems and make decisions that are informed by data and best practices in HR and disability management.

OTHER

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

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **April 26, 2024**. This position requires the submission of our official application and a resume.

To complete an online application, please visit www.courts.ca.gov/careers and search for Job ID# 6208.

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

\$7,585 - \$11,228 per month (starting salary will be \$7,585 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- 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.