



The Superior Court of California, County of Butte
Human Resources Division
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  Fax: (530) 532-7291
www.buttecourt.ca.gov

Invites Applications for the following position:

Human Resources Administrator

\$6,136 to \$7,459 monthly*

*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

Filing Period: February 22, 2014 through (open until filled)

POSITION OVERVIEW

Under the limited direction of the Court Executive Officer, or his/her designee, this professional level position performs complex, human resource analytical work and has considerable responsibility for developing and administering the Court's human resource policies and programs.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level, "at-will", FLSA exempt, confidential management classification. The Court's Human Resources Administrator is required to possess a high degree of knowledge and skills and perform a broad range of duties relating to the development and administration of the Court's human resources programs. It is distinguished from the Human Resources Analyst classification by its responsibility to perform the higher level administrative HR functions in the areas of labor relations, contract negotiations and ADA coordination, while the latter classification performs more of the HR technical processing duties.

ESSENTIAL JOB FUNCTIONS

- Assist in the administration of the human resource functions of the Court, including recruitment, selection, classification, compensation, personnel transactions and records, equal employment opportunity, labor relations, safety and worker's compensation.
- Assists in the development, maintenance and administration of personnel policies, practices and procedures to ensure consistency with Court objectives, policies, labor contract provisions and legal requirements.
- Maintains an ongoing knowledge of new professional developments and relevant legislation.
- Administers employee benefits programs.
- Conducts personnel research activities, prepares oral and written recommendations for program development and improvement.
- **Participates in labor negotiations, monitors employment contracts and assists in the preparation of contract proposals.**
- Responds to complaints of harassment and discrimination and conducts related investigations.
- **Acts as the Courts ADA Coordinator.**
- Advises Managers and supervisors on disciplinary matters and personnel problems and issues.
- Interprets and explains laws, rules and regulations.
- Reviews job descriptions; analyzes duties and responsibilities for classification purposes; determines and recommends proper allocation of positions.
- Conducts interviews, chairs qualification appraisal panels, administers performance tests and may serve as the proctor of written examinations.
- Administers the Court's employee technical training, performance standards and performance assessment programs.
- Maintains continuous positive relationships with Court management, judges and employee groups for the purpose of policy development, problem solving and long-range planning.

Knowledge of:

- Objectives, methods and problems of public personnel administration and relationships of personnel processes to other areas of governmental administration
- Current trends in the field of public personnel, particularly those relating to legislative and court decisions affecting the California trial courts
- Employee relations, labor relations and affirmative action legislation and practices
- Effective labor negotiations and conflict resolution
- Principles of effective classification, compensation, recruitment and selection processes
- Principles of effective supervision, including leadership, team building, coaching, adult learning methodologies, employee performance standards and performance appraisals
- Employee benefit administration, practices and rules
- Legal requirements, principles and practices of responding to harassment, discrimination and safety complaint

Skills and Abilities:

- Effectively manage multiple human resources programs; evaluate problems with conflicting evidence, think strategically, assess and balance competing values; negotiate and influence others
- Interpret and apply employee labor agreements and State and Federal laws pertaining to employment
- Understand and promote diversity
- Collect, interpret and evaluate a variety of narrative and statistical data; perform research and prepare written and oral presentations for Court management and the bench
- Communicate clearly and effectively, conveying complex information in a clear and concise manner
- Apply accepted principles, practices and methods of public personnel administration; analyze and develop alternate solutions to technical personnel problems
- Maintain the confidence and cooperation of Court officials, employees and the public
- Create procedures, correspondence and narrative and statistical reports
- Exercise discretion and independent judgment
- Supervise, train, plan and evaluate assigned staff

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Five (5) years of professional level experience performing diverse responsible personnel administrative functions including: classification and compensation, recruitment and selection, equal opportunity compliance, labor relations or other closely related responsibility.

Education - Possession of a Bachelor's degree from an accredited college or university in public administration, human resources, business administration, or related field. Depending upon experience, possession of a current Human Resources Professional Certificate may be substituted for a portion or all of the required education.

Desirable in ideal candidate

- ❖ Possession of a current Human Resources Professional Certificate from the International Personnel Management Association (IPMA) or the Society of Human Resources Management (SHRM) or other recognized body responsible for certification of human resource professionals.
- ❖ Public sector personnel administration.
- ❖ Extensive experience in employee relations, labor relations and contract negotiations.

SALARY AND BENEFITS PACKAGE

Salary range consists of 5 steps with approximately 5% between steps. Annual performance reviews are given which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- PTO - Total of 248 hours or 31 days (includes 26 days vacation, and 5 days management leave).
- 13 Paid Holidays
- Membership in (CalPERS) Retirement System (**Court contributes 3.5% of salary for employee's share**)
- Choice of 3 PERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation 457 Plan available
- Employee Assistance Program

Pre-employment Policies and Other Requirements: All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986; passing a pre-employment medical review/examination which may include an alcohol and drug screen; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

APPLICATION AND SELECTION PROCEDURE

An application packet may be obtained by visiting the Court's website at www.buttecourt.ca.gov or contacting the Superior Court's Human Resources Division, One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Application along with the required supplemental questionnaire to the Superior Court Human Resources Office at the above address.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the **original** application and supplemental questionnaire postmarked no later than seven (7) days following the date you faxed in your application.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in their entirety to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. Please be sure that your application materials clearly and thoroughly detail and demonstrate that your skills, knowledge and abilities have met the minimum qualifications. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance.

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.