

# 36th DISTRICT COURT JOB DESCRIPTION

**JOB TITLE:** Deputy Director - Human Resources  
An At - Will, Exempt Position

**REPORTS TO:** Director of Human Resources

## **GENERAL SUMMARY:**

Under the general direction of the Director of Human Resources, assists in the overall management of Human Resources Department in compliance with federal, state, and local legal requirements and in accordance with policies, and strategic plans of the Court. Serves as Acting Director of Human Resources as required.

## **PRIMARY DUTIES & RESPONSIBILITIES:**

1. Plans, directs, supervises, develops, and coordinates work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
2. Administers compensation, benefits and performance management systems.
3. Performs difficult staffing duties, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.
4. Advises managers on organizational policy matters such as equal employment opportunity, sexual harassment, ADA and FMLA, and recommends needed changes.
5. Analyzes and recommends modifications to compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
6. Serves as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
7. Represents the organization at personnel and labor related conferences, grievances, hearings and investigations.
8. Analyzes training needs to design employee development programs.
9. Prepares, updates, and recommends human resources policies and procedures.
10. Maintains human resources records and retrieval system.
11. Monitors the performance appraisal system, and recommends needed changes.
12. Oversees the evaluation, classification and rating of occupations and job positions.
13. Assists in negotiating collective bargaining agreements.
14. Performs other duties as assigned.

## **LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:**

1. Obtains and maintains all required licenses and certifications necessary to perform the functions of Deputy Director-Human Resources, SPHR, PHR, or IPMA Certification is preferred.
2. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional organizations.

### **JOB QUALIFICATIONS:**

1. A Bachelor's Degree in Human Resources, Business, Public Administration or a related field from an accredited four-year college or university is **required**. Master's Degree with applicable concentration or Juris Doctorate is preferred.
2. At least **seven (7) years** of progressively more responsible experience in human resources, labor relations and organizational development, preferably in the public sector.
3. At least **five (5) years** of experience supervising and managing a professional staff.
4. Substantive experience in labor relations, specifically administration and negotiation of collective bargaining agreements, employee discipline, grievance procedure management, and employee performance management.
5. Demonstrated working knowledge of principles and practices of human resources programs and associated legal and procedural requirements and federal and state rules and regulations.
6. Experience in analyzing, evaluating and determining human resources needs and planning to implement those needs.
7. Experience in managing employee benefits program.
8. Thorough knowledge of all aspects of human resources management such as recruitment and staffing, classification and compensation, benefits, performance management, employee relations, grievance procedures and equal employment opportunity.
9. Thorough knowledge of labor and employment laws and principles.
10. Experience in representing an employer in administrative proceedings, including EEOC, MDCR, Workers' Compensation and Unemployment Insurance Agencies.
11. Ability to work under time constraints and stressful situations.
12. Skill in training and providing consultation.
13. Skill in counseling employees and management staff.
14. Ability to identify and evaluate needs and develop and implement policies, procedures and programs.
15. Interpersonal skills necessary to communicate effectively both orally and in writing with other Court personnel, external entities and the general public.
16. Proficient typing and word processing skills necessary for the creation and compilation of various documents, communications and reports.
17. Proficiency in Microsoft office suite, with a strong working knowledge of Excel.

### **WORKING CONDITIONS:**

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Extended work day beyond 7.5 hours a day. Evening hours, holidays, and weekends will be required, when scheduled.

### **PHYSICAL CHARACTERISTICS:**

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of objects weighing up to fifteen (15) pounds such as files, stacks of papers, reference and other materials. Moving from place to place within the building and reaching for items above and below desk level.
2. Physical ability to frequently sit at a computer, stand and walk for extended periods of time, perform repetitive movements and work in confined areas.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.*