

# 36th DISTRICT COURT JOB DESCRIPTION

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

**REPORTS TO:** Human Resources Director

## **GENERAL SUMMARY:**

Under the general direction of the Human Resources Director, assists in the overall management of the 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 Human Resources Director as required.

## **PRIMARY RESPONSIBILITIES & DUTIES:**

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 Human Resources Deputy Director. 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 (4) 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 seven (7) years of experience supervising and managing a professional staff.
4. 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.
5. Thorough knowledge of labor and employment laws and principles.
6. Substantive experience in Labor Relations, specifically administration and negotiation of Collective Bargaining Agreements, employee discipline, grievance procedure management, and employee performance management.
7. Experience in managing employee benefits program.
8. Experience in analyzing, evaluating and determining Human Resources needs and planning to implement those needs
9. Experience in representing an employer in administrative proceedings, including EEOC, MDCR, Workers' Compensation and Unemployment Insurance Agencies.
10. Demonstrated working knowledge of principles and practices of Human Resources programs and associated legal and procedural requirements and federal and state rules and regulations.
11. Skill in training and providing consultation.
12. Skill in counseling employees and the management staff.
13. Ability to handle pressures related to unpredictable issues and problems, the simultaneous management of multiple projects, meeting deadlines, and scheduling requirements necessitating a high level of concentration and attention to detail.
14. Ability to identify and evaluate needs and develop and implement policies, procedures and programs.
15. Mental ability to handle pressures related to dealing with distracting influences such as people, phone calls and noise.
16. Interpersonal skills necessary to communicate effectively both orally and in writing with other Court personnel, external entities and the general public.
17. Proficient typing and word processing skills necessary for the creation and compilation of various documents, communications and reports.
18. 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 workday beyond 7.5 hours per day. Evening hours, holidays, and weekends will occasionally be required, with or without notice.
3. May be required to work at remote locations outside the Court building. Travels to remote locations outside the Court building by foot or other transportation as necessary.

**PHYSICAL CHARACTERISTICS:**

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal daily. Ability 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 an office. Some 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.*