

Market Range Detail - Human Resources Manager (Courts)

Effective Date

March 16, 2011

Market Range Title Description

This is a single position market range title responsible for the planning, direction, and management of all human resources activities for Adult Probation, Juvenile Probation, and Superior Court.

The Human Resources Manager – Courts manages all department human resources activities including: benefits, compensation, employee relations, EEO planning, judicial merit rules, payroll, recruitment and training. The incumbent works in collaboration with the County's Central Human Resources Department ensuring that the department consistently applies and is in compliance with applicable County human resources plans, policies, procedures and practices.

Work is accomplished through a staff of supervisory, professional and administrative human resources positions. Supervisory responsibilities include providing leadership to staff, hiring new staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

Job duties include: administering and implementing human resources activities and programs; advising employees and department management on County human resources plans, policies, and procedures; managing and evaluating department recruitment and selection processes; administering the judicial merit rules; investigating employee relations matters and counseling supervisors and managers on appropriate action plans; coordinating employee relations and judicial merit rule issues and concerns with the Attorney General's Office; evaluating, writing, and maintaining current job descriptions for all positions; ensuring internal pay equity among department positions; resolving highly sensitive and high profile human resources matters; researching and analyzing departmental organizational issues and recommending action plans to management; resolving the most complex and sensitive human resources issues; identifying department training needs and developing training plans; managing department payroll operations; participating in department strategic planning.

The Human Resources Manager – Courts differs from positions in the Human Resources Supervisor market range title in that the incumbent manages all human resources activities for three, large departments. In addition, the incumbent works independently and exercises considerable discretion in managing the judicial merit rules, policies, and employee relations matters.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$35.21	\$42.93	\$50.64

Likely Minimum Qualifications

- Bachelor's degree in human resources, business administration, public administration or related field
- Five years of professional human resources experience including at least three years of supervisory or management experience in human resources
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Judicial Branch Human Resources Assistant
Director

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.