



JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY INVITES YOUR INTEREST IN THE POSITION OF HUMAN RESOURCES DIRECTOR

The Human Resources Director is an executive level position serving at the direction of the Judicial Branch Administrator. The Human Resources Director is responsible for overseeing all Human Resources activities for Superior Court, Adult Probation, and Juvenile Probation (approximately 3,200 employees). Responsibilities include oversight and leadership of recruitment and selection, employee relations, employment services and records, payroll, performance management, training, and compensation and classification.

The Human Resources Director is an unclassified position and is not covered by the Judicial Merit Rules or Classified Personnel Rules and it is exempt from FLSA overtime status.

THE JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY



MISSION

Our **mission** is clear and simple: **we are dedicated to providing a safe, fair, and impartial forum for resolving disputes, enhancing access to our services, and providing innovative, evidence-based practices that improve the safety of our community and ensure the public's trust and confidence in the Judicial Branch.**

VISION

In pursuit of this mission, our employees are reminded to keep our **vision** as part of their daily work – **committing themselves to excellence and the principles inherent in the Rule of Law...every person, every day, every time.**

VALUES

The Judicial Branch achieves both our mission and vision through the application of our **values**: Fairness, Respect, Integrity, Innovation, and Safety.

The Judicial Branch of Arizona in Maricopa County includes the Superior Court and the Adult and Juvenile Probation Departments. The Judicial Branch of Arizona in Maricopa County, the nation's fourth largest trial court, employs about 3,200 employees, has an operating budget of \$240 million, and serves a population of 4.1 million people over 9,800 square miles.

The Superior Court of Arizona in Maricopa County is a state general jurisdiction court. The Superior Court has over 40 locations with jurisdiction over civil, juvenile, criminal, family, probate and mental health, as well as statewide tax cases.

Currently, the bench includes 98 judges and 63 commissioners. Judges are appointed by the Governor through a merit selection process. Judges stand for retention elections every four years on a yes-no ballot. Court Commissioners are appointed by the Presiding Judge. The Presiding Judge is appointed by the Arizona Supreme Court for a three to six year term to oversee the Judicial Branch in Maricopa County.



GREATER PHOENIX



Nicknamed the "Valley of the Sun," the Greater Phoenix area sees more sunshine than any other major metropolitan area in the U.S. with an average annual temperature of 75.05 degrees. Phoenix, America's 5th largest city, is one of the fastest growing and dynamic metropolitan regions in the country. Dependable sunshine and warm temperatures make outdoor activities a way of life in Phoenix. Maricopa County, in which Phoenix is located, has a population of over 4.1 million and encompasses nearly 10,000 square miles.

Arizona is home to the Grand Canyon in addition to 47 national parks and 29 state parks, monuments and refuges that showcase aspects of Arizona's history, culture, and breathtaking terrain.

For more information about Arizona and the Greater Phoenix area, please visit the website: www.az.gov.

PRINCIPAL RESPONSIBILITIES

- Provides consultation and strategic guidance to Judicial Branch leadership on human resources issues, policies, practices, and leadership functions.
- Directs the development, implementation and continuous improvement of Judicial Branch human resources policies, procedures, and programs.
- Directs, through subordinate managers, the day-to-day operations of the department.
- Works with Judicial Branch leadership to resolve high-level and sensitive issues.
- Oversees investigations and responses to employee concerns, conducts complex internal investigations, reviews disciplinary matters and recommends appropriate, consistent levels of discipline. Researches and responds to legal inquiries and EEOC charges.
- Provides strategic leadership and management of a comprehensive human resources function to align outcomes with the Judicial Branch's strategic plan and objectives.
- Ensures compliance with local, state, and employment laws.
- Plans, implements, and reviews departmental short- and long-term goals.
- Oversees the review and analysis of state and federal laws, court cases, and legislation that impact human resources.
- Reviews professional literature and keeps informed of current issues, best practices, and trends in human resources management.

CANDIDATE PROFILE

The Judicial Branch is seeking a Human Resources Director with a proven ability to lead and direct change that will ensure the Judicial Branch departments make well-informed decisions relating to human resources issues. This individual must be able to thrive in an unstructured, fast-paced environment, navigate ambiguity, balance the needs of multiple stakeholders, and provide innovative solutions to complex workplace issues. This individual must also have the ability to work collaboratively with a wide range of stakeholders including judges, court personnel, justice systems partners, and the public. Additionally, this individual must have exceptional consensus building skills and the diplomacy to handle high-level and sensitive issues.

DESIRED QUALIFICATIONS

The ideal candidate will be knowledgeable and experienced in human resources, preferably in a court or public sector environment or a large, complex organization and must have a broad knowledge of local, state, and federal employment laws, statutes, regulations, and guidelines. The ideal candidate will also have human resources management experience in an organization under a merit system or contract environment (CBA) and experience conducting workplace investigations for an employer with a formalized discipline/grievance process. The qualified candidate will be skilled in identifying trends, and preparing comprehensive reports and presentations for executive management, public officials, investigative bodies, and employees.

Qualified candidates will possess a minimum of a Bachelor's degree in human resources, court administration, public or business administration, or closely related field, with eight (8) years of progressively responsible human resources management experience in a public or court service or a large private enterprise including at least four (4) years of directly related supervisory and/or management experience. A master's degree or Juris Doctorate may substitute for two (2) years of human resources experience. Preference will be given to candidates with a PHR/SPHR, SHRM-CP/SHRM-SCP, CCP, or IPMA-HR certified HR professional certification.

COMPENSATION

The Judicial Branch of Arizona in Maricopa County offers a highly competitive salary of **\$119,288 — \$159,536** annually, commensurate with the successful candidate's qualifications and experience, and a comprehensive benefits package.

TO APPLY

Please submit a letter of interest, resume and five professional references. This information should reflect the size of the organizations directed, significant accomplishments and professional positions held. Please submit the application materials via one of the following methods to the attention of Michelle Hall, Human Resources Manager:

Via Mail: Judicial Branch Human Resources
101 W. Jefferson St., East Court Building
Law Library, 3rd Floor, Suite B Phoenix, AZ
85003

Via Fax: (602) 506-5588

Via Email: hallm007@superiorcourt.maricopa.gov

The recruitment is scheduled to close on **Friday, September 7, 2018** at 5:00 pm. Following a review of the application package, only those candidates the Judicial Branch deems may best meet the needs of the Court will be invited to participate in a panel interview. The Judicial Branch Administrator will make the final hiring decision.

The Judicial Branch of Arizona in Maricopa County is an Equal Opportunity Employer

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services.

To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-506-0023.