

SUPERIOR COURT OF CALIFORNIA COUNTY OF SANTA CLARA

Invites applications for an:

Employment Opportunity

Human Resources Director

**\$108,267 – 137,025 Annually
(Depending on Qualifications)**

**APPLICATION DEADLINE: May 27, 2014 (or until filled)
EXECUTIVE MANAGEMENT CAREER OPPORTUNITY**

MISSION STATEMENT

The Superior Court of California County of Santa Clara serves the public by providing equal justice for all in a fair, accessible, effective, efficient, and courteous manner:

- Resolving disputes under the law;
- Applying the law consistently, impartially and independently;
- Instilling public trust and confidence in the Court.

DEFINITION:

The Human Resources Director is responsible for developing and maintaining comprehensive human resources and labor relations programs for the Santa Clara Superior Court.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Director is an expert in both human resources and labor relations fields in the public sector with extensive knowledge of applicable statutes, rules and policies.

EXAMPLE OF DUTIES:

The following is a partial listing of the typical management responsibilities for the Human Resources Director:

- Plans, organizes, directs and manages, directly and/or through designees (subordinate staff) and in consultation with the Executive team, the human resource functions of the court including recruitment, selection, classification, compensation, personnel transactions and records, equal employment opportunity, labor relations, employee training, safety and workers' compensation.
- Develops, implements and interprets court human resource policies, programs, and procedures; consults with and advises managers and supervisors of their human resource management responsibilities and the application of court personnel policies, standards, and procedures.
- Represents and participates with executive management in negotiations with employee organizations.
- Assists in preparing and administering the court's human resources budget.

- Oversees the discipline and grievance processes; develops and directs the maintenance of the employee record system; supervises personnel transactions.
- Develops, implements and monitors compliance with the court's risk management, employee training and education, safety, equal employment opportunity and performance management programs.
- Performs supervisory duties, including hiring and training staff, assigning work, conducting performance evaluations, participating in disciplinary actions, and resolving employee grievances.
- Conducts interviews, investigations and answers complaints.
- Performs other related duties, as required.

EMPLOYMENT STANDARDS:

The knowledge and abilities required to perform this function are typically acquired through education, training and/or experience. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to graduation from an accredited college or university with a Bachelor's degree in business or public administration, human resources or a closely related field and five (5) years of progressively responsible experience in the field of Human Resources including three (3) years in a supervisory position.

Experience in the public sector is desirable.

Submission to a background investigation is required upon conditional offer of employment.

KNOWLEDGE OF:

- Principles and methods of public personnel administration
- Principles of public sector labor relations
- Personnel management principles and applications
- Public administration principles
- California code sections which affect trial court employees
- California Rules of Court which affect trial court employees
- Human resources information systems
- Classification and compensation principles and applications
- Principles of supervision, dispute resolution and laws relating to labor relations
- Principles of organization and administration of governmental agencies

ABILITY TO:

- Identify and resolve complex management issues
- Develop and implement operational change to support strategic goals, respond to legislative changes and improve efficiency/effectiveness of the division
- Understand and apply laws, statues and rules
- Develop and conduct independent research projects
- Prepare concise reports and verbal recommendations on complex issues
- Make formal verbal and written presentations
- Effectively communicate with people of diverse levels of responsibility professionally under difficult situations
- Respond to changes in planning, high volume work and conflicting demands
- Work collaboratively to develop both individual objectives and Court-wide policies

ESSENTIAL FUNCTIONS:

Specific tasks and duties may vary between assignments, however the following are considered essential functions expected of this position:

- Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications;
- Regular, periodic and/or occasional contact with employees in other court divisions and facilities, government agencies, the public and/or vendors with the ability to converse and respond appropriately to inquiries and requests;
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Incumbents must have the ability to lift and carry 20 lbs;
- Work with time constraints and under pressure in some situations.

PHYSICAL DEMANDS:

- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis;
- Ability to listen to verbal requests from the public and court staff, then respond appropriately;
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 20 lbs;
- Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step-stool;
- Standing and sitting for long periods of time is periodically required.

FILING PERIOD AND APPLICATION PROCEDURE:

The initial filing period will close at 5:00 p.m. on May 27, 2014. The filing period may be extended in order to fill the position.

Candidates are required to submit a fully completed employment application, resume and responses to the following three supplemental questions:

Question 1: Briefly describe the human resources positions you have held. For each position held, be sure to state an overall description of the organization, the reporting structure for your position and your role as a leader in human resources.

Question 2: Describe your experience in labor relations in a unionized setting. If you have not worked in a union setting, please describe how you worked with employees and management in the resolution of issues or complaints.

Question 3: Describe the greatest challenge you have worked with in human resources and how you have met that challenge.

The application is included in this document, and may also be obtained by downloading HR-042 from the forms page of our website, www.sccscourt.org. Completed applications and resumes should be mailed to:

Lisa Herrick
General Counsel
Superior Court Administration
191 North First Street
San Jose, California 95113

SELECTION PROCESS:

This is a competitive, confidential recruitment. All applications meeting the minimum qualifications will be reviewed and those applicants determined to be the best fit for the needs of the Court will be submitted to the interview panel for consideration. Applicants may be required to participate in one or more interview panels during the decision making process.

BENEFITS:

Contribution to the Public Employees' Retirement System as permitted under State law. Annual Leave: 27 days per fiscal year. Holidays: 13 paid holidays per calendar year. Health Insurance, Dental Insurance and Vision Care: Certain coverage fully paid by Court. Deferred Compensation Program available.

The Court must verify the identity and employment authorization of all new employees to comply with the 1986 Immigration Reform & Control Act. This verification is required only after an offer of employment has been made.

FOR HUMAN RESOURCES USE ONLY REVIEW _____ DATE _____ <input type="checkbox"/> QUALIFIED <input type="checkbox"/> NOT QUALIFIED	<h2 style="margin: 0;">SUPERIOR COURT OF CALIFORNIA</h2> <h3 style="margin: 0;">COUNTY OF SANTA CLARA</h3> <h1 style="margin: 0;">EMPLOYMENT APPLICATION</h1> <p style="margin: 5px 0;">Superior Court Administration Human Resources Division 191 North First Street San José, California 95113 (408) 882-2700 Job Hotline (408) 882-2750 Website: www.sccourt.org</p>	
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Your application and any required supplemental information **MUST** be received in the Human Resources office by 5:00 p.m. on the closing date listed on the job announcement

1. POSITION TITLE APPLIED FOR:				Are you interested in <input type="checkbox"/> Permanent or <input type="checkbox"/> Temporary employment?				
2. Name: Last		First		Middle		3. Email Address		
4. Street Address			5. Apt #		6. Home Telephone Number ()			
7. City		8. State		9. Zip Code		10. Work Telephone Number ()		
11. Driver's License (Number, State and Expiration Date)				12. Languages spoken fluently other than English:				
13. Do you have any relatives currently employed in the Superior Court of California, County of Santa Clara? <input type="checkbox"/> YES <input type="checkbox"/> NO								
If yes, please complete Name:			Relationship			Superior Court Location		
14. Have you ever been fired or asked to resign from employment? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain:								
15. Do you give permission to contact your current and/or previous employer(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO								
16. Education High School Diploma: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> G.E.D. Certificate			High School Name			Location		
College or University Include Graduate Study, Certification or Special Training:			Major		Units Completed		Degree(s) Received	
17. AS AN ADULT, HAVE YOU EVER BEEN CONVICTED OF A CRIME (EXCLUDING MINOR TRAFFIC INFRACTIONS NOT PUNISHABLE BY JAIL OR IMPRISONMENT) FINED, PLACED ON PROBATION OR GIVEN A SUSPENDED SENTENCE IN ANY COURT OF LAW OR MILITARY COURT? DO NOT INCLUDE JUVENILE OFFENSES IF RECORD HAS BEEN SUBSEQUENTLY SEALED BY COURT ORDER. <input type="checkbox"/> YES <input type="checkbox"/> NO								
Date of Conviction		Location of Conviction		Describe Nature of the Offense		Disposition		
(PLEASE NOTE: A CONVICTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT; EACH CASE IS CONSIDERED ON ITS MERITS.)								
If yes, please explain:								

The following information is necessary for the Superior Court of California, County of Santa Clara to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached prior to distribution for rating of the application, and maintained separately by the Human Resources Division. The information contained in this section will be confidential and will NOT be used to make employment decisions.

How did you find out about this job? <input type="checkbox"/> Exam Announcement <input type="checkbox"/> Internet Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Job Hotline <input type="checkbox"/> Other (<i>specify</i>) _____	Ethnic Code: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black (African, Jamacian, Trinidadian, West Indian) <input type="checkbox"/> Filipino <input type="checkbox"/> White (Caucasian, Anglo-Saxon) <input type="checkbox"/> Other _____	Age Group <input type="checkbox"/> Under 21 <input type="checkbox"/> 21-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60 or over	Disability <input type="checkbox"/> Disabled	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
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18. Provide sufficient information to allow for review and evaluation of your work experience and abilities. List the positions you have held starting with your most recent job. Include relevant volunteer experience. For full consideration, you must provide all information requested about your qualifications and work record. Attach additional sheets if necessary. **Resumes will not be accepted in place of completed application.**

Period of Employment	Job Title and Most Important Duties Performed	Name and Address of Employer
Salary: \$ _____ From: _____ To: _____ Total: _____ Years _____ Months <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	Job Title: _____ Duties: _____ Reason for leaving: _____	Supervisor's Name: _____ Telephone Number: _____
Salary: \$ _____ From: _____ To: _____ Total: _____ Years _____ Months <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	Job Title: _____ Duties: _____ Reason for leaving: _____	Supervisor's Name: _____ Telephone Number: _____
Salary: \$ _____ From: _____ To: _____ Total: _____ Years _____ Months <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	Job Title: _____ Duties: _____ Reason for leaving: _____	Supervisor's Name: _____ Telephone Number: _____
Salary: \$ _____ From: _____ To: _____ Total: _____ Years _____ Months <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	Job Title: _____ Duties: _____ Reason for leaving: _____	Supervisor's Name: _____ Telephone Number: _____
Salary: \$ _____ From: _____ To: _____ Total: _____ Years _____ Months <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	Job Title: _____ Duties: _____ Reason for leaving: _____	Supervisor's Name: _____ Telephone Number: _____

CERTIFICATE OF APPLICANT (Read carefully before signing): I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any misstatement or omission of material fact regarding my application, background information or relevant employment history may subject me to disqualification or dismissal.

I authorize employers, schools, law enforcement agencies, and other individuals and organizations named in this application to provide information regarding my work record, job performance, character, ability, and fitness to authorized employees of the Superior Court of California, County of Santa Clara. I release current and previous employers, schools, law enforcement agencies, individuals, organizations, and the Superior Court of California, County of Santa Clara and its employees/representatives from any liability and/or damages which may result from the release, receipt, or use of requested information.

SIGNATURE (PLEASE USE INK)

DATE

