



# SUPERIOR COURT OF CALIFORNIA COUNTY OF NEVADA

## JOB OPPORTUNITY

### DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATIVE SERVICES

<b>APPLICATION DEADLINE:</b>	February 23, 2018 – 5:00 p.m.
<b>MONTHLY SALARY RANGE:</b>	\$7,742.20 - \$9,410.70
<b>FILING REQUIREMENTS:</b>	Completed Job Application and Supplemental Questionnaire Available at <a href="http://www.nevadacountycourts.com">www.nevadacountycourts.com</a> , or contact Human Resources at (530) 470-2728
<b>SUBMIT COMPLETED APPLICATION TO:</b>	Superior Court of Calif., County of Nevada, Human Resources Dept., 201 Church St., Ste. 6, Nevada City, CA 95959; Fax: (530) 478-5603; Phone: (530) 470-2728

**DEFINITION:** Under direction from the Court Executive Officer, managers and administers fiscal, human resource and jury service functions. This senior management level classification performs complex analytical work and is responsible for developing and administering comprehensive programs and policy. Assigned areas may include multiple locations.

**EXAMPLES OF ESSENTIAL DUTIES:** Includes but is not limited to, planning, organizing, and managing directly or through subordinates:

- Court fiscal operations. Preparation and administration of assigned budget(s).
- Interpretation of applicable financial and legal regulations.
- Perform technical level account analysis. Preparation of financial statements and statistical reports.
- Conduct regularly scheduled and year end closing of account ledgers and books.
- Grant administration.
- Direct activities related to procurement of supplies, materials, equipment, services and related contracts.
- Plan, organize and manage the human resource functions of the court including recruitment, selection, classification, compensation, personnel transactions, records, equal employment opportunity, labor relations, employee development, discipline, grievances, safety, worker's compensation and risk management. Court payroll and benefits processing and administration.
- Compliance with Trial Court Employment Protection and Governance Act (SB2140)
- Represent executive management in negotiations with labor organizations.
- Jury services including selection, qualification, summons, orientation and assignment. Recruitment and selection of the civil grand jury.
- Scheduling of certified and non-certified interpreters.
- Performs supervisor duties including hiring and training of staff, assigning work, conducting performance evaluations, participating in disciplinary actions and resolving employee grievances.
- Confers with judicial officers, senior managers and staff to assess operational effectiveness and to implement procedural changes.
- Participates in short and long range planning, policy and procedures development.
- Reviews, interprets and analyzes new legislation to determine effects on operations and programs.

\*If you need assistance with the application process because of a disability, please call (530) 470-2728.

- Recommends, writes and implements court policies and procedures.
- Interprets court policies and procedures to staff and the public.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in public administration, accounting, business management, criminal justice, or human resource management from an accredited college or university. Master’s degree in business administration or management is preferred. At least five years of management experience, preferably in the justice system or other public sector entity.

**Knowledge:**

- Fiscal administration.
- Laws, guidelines and regulations relating to Court’s fiscal recordkeeping and reporting.
- Federal, state laws, rules and regulations to employment and labor relations, California Rules of Court.
- Classification, compensation, labor and employee relations, payroll, benefits, recruitment and selection, integrated disability management, training and organization development within a court of public agency.
- Jury management practices and procedures.

**Skills and Abilities:**

- Prepare, monitor and control established budgets.
- Write clear and concise policies and procedures.
- Develop and implement comprehensive human resource programs.
- Employment development and retention.
- Supervision of staff members in an effective and positive manner.
- Communicate well orally and in writing.

**LICENSE:** Possess a valid California Driver’s license and the ability to travel to the Truckee Branch Court and to attend conferences statewide.

**OTHER:** This is an at-will, exempt position.

**BENEFITS:** The court offers a generous compensation and benefit package including:

Employer Paid Benefits	Optional Employee Paid Benefits	Retirement Benefits
Cafeteria plan contribution to CalPERS HMO and PPO health plans, dental and vision coverage.	AFLAC insurance plans	Integrated plan of California Public Employees’ Retirement System and Social Security
Annual paid leave accrual	Supplemental life insurance	
13 paid holidays	Deferred compensation 457 plans	
Basic life insurance		
Employee Assistance Plan		

**SELECTION PROCESS:** Applicants must complete and submit an application and the supplemental questionnaire by the deadline listed above. Applicants whose qualifications most closely match the job requirements will be invited to participate in an oral interview, which will evaluate the education, experience and personal qualifications of applicants. For a full description of responsibilities and the Employment Application, please visit our website at [www.nevadacountycourts.com](http://www.nevadacountycourts.com).