

SNOHOMISH COUNTY JOB DESCRIPTION
HUMAN RESOURCES MANAGER – COURTS

Spec No. 2380

BASIC FUNCTION

Provides expertise, consultation, analysis, administrative and technical support, and performs related functions in the area of human resources, including personnel/employee relations for the Courts. Serves as the Human Resources “officer”.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts recruitment for all positions; develops and prepares a variety of examination and personal qualification tests; assembles final examination packages; grades examination papers and prepares examination registers; facilitates monitors and tracks all aspects of hiring process, and assures compliance with established guidelines and policies.
2. Guides the investigation of grievances and complaints; participates in the development of resolution alternatives; consults with Prosecuting Attorney’s office, outside counsel and other resources on complex personnel problems, litigation or legal interpretation.
3. Provides consultation, data collection, data analysis, reports and other assistance to managers/supervisors in monitoring employee time and attendance, including FMLA, Industrial Disease and Injury and leave without pay leaves.
4. Provides agency leadership and consultation to Court administration, supervisors and staff for Workers’ Compensation issues.
5. Develops recommendations and interprets personnel policies and procedures including the Court’s Human Resource Guidelines; interprets labor agreements and assures compliance of personnel policies and procedures; consults on complex disciplinary and grievance actions, terminations and other human resources issues.
6. Analyzes training needs; develops, implements, and conducts training programs including new employee orientations.
7. Researches and interprets laws, rules and regulations related to human resources and advises court officials, management and employees on policies, laws, rules and regulations that may affect their operations.
8. Provides staff support for labor management meetings, and assists in labor negotiations.
9. Maintains and controls records of confidential department personnel information, investigations, labor agreements, labor disputes, legal actions, grievances and policies related to all county union relationships. Maintains job descriptions and classifications; processes and monitors reclassification requests; provides personnel information to

SNOHOMISH COUNTY JOB DESCRIPTION
HUMAN RESOURCES MANAGER – COURTS

Spec No. 2380

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

managers, supervisors, payroll services, information services and others as required or directed.

10. Researches and supports county preparations and responses to hearings and/or mediation; may be requested to attend hearings, Public Employees Relations Commission (PERC) or court.
11. Provides oversight of programs and projects in order to achieve goals within budgeted funds and available personnel; oversees and coordinates program plans, future needs, goals and objectives.
12. Plans, organizes, coordinates, supervises and evaluates the work of subordinate employees; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of employees; advises, assists and trains employees.
13. Prepares Superior Court Performance Review format; trains supervisors and managers in performance review format application; tracks completion of performance reviews.
14. Performs other duties as assigned/needed such as participation in grant preparation, outplacement services, employee mentoring, etc.

MINIMUM QUALIFICATIONS

A bachelor's degree in business or public administration, human resources, or other discipline directly related to public personnel administration; AND, five (5) years of human resources experience OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Employee must possess and maintain a valid Washington state driver's license.

Applicants must successfully pass a criminal background investigation, reference verification, and if requested, a polygraph examination, psychological examination and physical examination.

SNOHOMISH COUNTY JOB DESCRIPTION
HUMAN RESOURCES MANAGER – COURTS

Spec No. 2380

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of personnel administration
- theories, practices and procedures related to specialized field(s) in human resources, such as compensation, employment, benefits, labor relations, workers' compensation, employee relations, or training
- application and interpretation of federal, state, local laws rules and regulations
- issues and trends in labor and employee relations
- principles of progressive discipline, mediation, labor relations and public employment
- negotiations and contract administration

Ability to:

- gather analyze, evaluate and synthesize a variety of data and maintain accurate records
- prepare clear and concise analytic and descriptive reports, including findings and recommendations
- deal with conflict
- deal tactfully with superiors, peers, other government agency representatives and the general public
- communicate effectively both orally and in writing and maintain sensitivity to employee and management needs
- organize tasks and work in a team environment
- establish and maintain effective work relationships with others, and within a diverse workforce
- plan and organize work, and work with a minimum of supervision
- recommend development of human resources policies and procedures
- provide consultation
- maintain required records and prepare necessary reports and other written material

SUPERVISION

Employee reports to the Court Administrator, but may receive assignments from other members of the Courts management team. Work is performed with considerable independence and is reviewed through reports, meetings, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment, with field trips to all Court work sites throughout the county. The employee is required to work evenings, weekends, and holidays as necessary.

SNOHOMISH COUNTY JOB DESCRIPTION
HUMAN RESOURCES MANAGER – COURTS

Spec No. 2380

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2005

Previous Spec No. 2271

Revised: January 2010

Revised and Retitled January 2017, Human Resources Manager – Superior Court

EEO Category: 2 – Official and Administrator

Pay Grade: 110 - Management Exempt Pay Plan

Worker's Comp Code: 5306 - NonHazardous