

## **DIRECTOR, HUMAN RESOURCES**

### **DEFINITION**

Under administrative direction, to plan, organize, coordinate, and manage the Human Resource programs, operations, and functions of the Superior Court of California, County of San Francisco; to assist the Chief Executive Officer with employer-employee relations and collective bargaining; to perform a variety of professional personnel activities; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification for the management and conduct of the Court's Human Resources functions and operations.

### **REPORTS TO**

Chief Executive Officer

### **CLASSIFICATIONS SUPERVISED**

Human Resources Technician and other support staff, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, directs, and manages the Human Resources functions of the Superior Court of California, County of San Francisco; provides supervision, training, and work evaluation for assigned staff; directs and performs the recruitment and selection of people to fill Court position vacancies; works with Court judicial officers and management to determine recruitment requirements and plan and coordinate recruitment and selection procedures; provides training in carrying out recruitment and selection processes; performs a variety of professional staff work in the development of the Court compensation plan; works with the Chief Executive Officer to develop collective bargaining positions for salary adjustments; serves as a management representative member of applicable bargaining team; provides staff work and develops ordinances for submission to the Board of Supervisors regarding salary and benefits for Court employees; has responsibility for the on-going development and maintenance of the Court classification plan, including the establishment of new classifications and the revision of existing classes; oversees and performs the development and maintenance of personnel records and transaction systems, including computerized systems; provides input and direction for the development and conduct of employee discipline processes and grievance handling; ensures proper administration of disciplinary actions; develops and implements layoff and reduction in

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**Superior Court of California  
County of San Francisco**

**Class Code: 0876  
Date Established: 6/17/99  
Date Last Revised:**

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workforce procedures, as necessary; develops and implements Affirmative Action and Equal Employment Opportunity programs and procedures; has responsibility for a variety of compliance and reporting regarding Equal Employment Opportunity, ADA, etc.; administers Court workers' compensation programs and the human resource implications of risk analysis; maintains an awareness of legislation and court mandates which impact Court personnel management functions; represents Court Human Resources and personnel management practices and functions with Court staff, the public, and other agencies.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and in various courtroom locations throughout the City and County; continuous contact with judicial officers; executive management staff and other staff; all levels of staff at the Human Resources Department, Board of Supervisors, City and County Controller's Office, City Attorney's Office, City Retirement System, Administrative Office of the Courts; job applicants and candidates; and the general public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Principles, methods, and practices of personnel management and personnel management systems.
- Laws, rules, and regulations governing the development of personnel and employment systems, workers' compensation, and employer employee relations.
- Equal employment opportunity requirements and guidelines and affirmative action programs.
- Local legislation development and submissions requirements and procedures.
- Recruitment and selection methods and procedures.
- Principles, techniques, and methods of position classification and salary administration.
- Employer-employee relations.
- Personnel policy development and implementation.
- Computer systems and software applications related to personnel and benefit administration.
- Principles of supervision, training, and work evaluation.

**Ability to:**

- Plan, organize, and manage Court human resources and personnel management systems and functions.
- Provide supervision, training, and work evaluation for assigned staff.
- Develop and implement personnel policies and procedures.
- Develop, coordinate, and conduct recruitment and selection procedures.
- Direct and perform assignments necessary for the maintenance of the Court classification plan and compensation systems.
- Provide counseling and advice on personnel systems and disciplinary procedures.
- Be responsible for the development and maintenance of affirmative action programs and Equal Employment Opportunity.
- Ensure that the personnel system meets the business and service requirements of the Court.
- Develop and maintain personnel transaction systems, records, and reports.
- Use a computer and applicable software packages in the administration of personnel systems.
- Effectively represent the Court Human Resources and Personnel System and policies in contacts with other Court staff, the public, and other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships with judges, government officials, candidates, employees and the general public.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of increasingly responsible work experience in personnel system development and administration, including experience in recruitment and selection, position classification, employer-employee relations, and equal employment opportunity. Previous experience in a management or supervisory position is desirable.

**Special Requirements:**

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*