



STATE OF OREGON
invites applications for the position of:

Director, Human Resource Services Division, Oregon Judicial Department

JOB CODE: OJD-HRSDDIR-01
OPENING DATE/TIME: 01/03/11 12:00 AM
CLOSING DATE/TIME: 01/31/11 11:59 PM
SALARY: \$6,310.00 - \$10,280.00 Monthly
JOB TYPE: Permanent
LOCATION: Salem, Oregon
AGENCY: Oregon Judicial Department

DESCRIPTION:

Job Information

Note 1: This position is part of an ongoing classification study. Since the outcome of the study is unknown until its completion, this study may or may not result in a change to the current classification specification and salary range of this position.

Note 2: This position will become vacant June 30, 2011. Interviews are expected to occur during the month of March, 2011, with an expected start date of July 1, 2011 or later.

This position is located in the Human Resource Services Division (HRSD) of the Office of the State Court Administrator (OSCA) with the Oregon Judicial Department (OJD).

The OJD is the statewide unified court system within the judicial branch of state government. The OJD is comprised of the Oregon Supreme Court, Court of Appeals, Tax Court, circuit courts in 27 judicial districts (covering Oregon's 36 counties) and OSCA. There are 198 elected judicial officers and approximately 1600 full-time-equivalent (FTE) employee positions.

The Chief Justice of the Oregon Supreme Court is the administrative head of the OJD and appoints the State Court Administrator to assist in its administration and carry out certain statutory functions and programs. Many of the administrative responsibilities and programs are further handled by central OSCA divisions and centrally managed program offices. The OJD operates under a statewide personnel system as provided in ORS 1.008(1). Centrally, the HRSD Director is responsible for the preparation, maintenance, and administration of the statewide personnel system and for overseeing and directing all functional areas within

HRSD. Functional areas include payroll, benefits, classification and compensation, recruitment and selection, safety, workers' compensation, employee relations and labor consultation, legal compliance, discipline, grievances and appeals, and records.

While the responsibility for preparing, maintaining and administering this personnel system is centrally located in HRSD, OJD is a decentralized statewide organization with local presiding judges and trial court administrators, as well as local OSCA division directors, responsible for the equitable day-to-day administration and application of the personnel rules and policies within their respective jurisdiction.

HRSD staff is comprised of 14 full-time employees, including the Director position. The HRSD Director reports to the State Court Administrator.

Working Conditions

This is a full-time position and the normal office hours work schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday. This position is not eligible for overtime compensation.

Evening and weekend work may be required around budget and OJD deadlines and legislative meetings.

Regular workday and occasional overnight travel is required to local court locations and meetings.

The following equipment is used at a minimum: telephone, Blackberry, and personal computer with monitor.

Frequent phone and in-person contact with people from diverse backgrounds and different levels of experience and knowledge.

Occasional contact with confused, frustrated, or angry individuals.

Application Processing and Screening

In order to evaluate your experience as it relates to this position, we need your responses to the supplemental questions in the space provided; they will be the sole basis for determining which applicants, among those who meet the minimum qualifications, will be provided an interview. Failure to respond to each question in the space provided for that question may result in disqualification of your application. The space provided will expand to accommodate additional text beyond the area shown. You may cut and paste text into the space provided from a word processing program, such as Word, WordPerfect, or Notepad. Please do not exceed two pages of text (or approximately 2,500 characters) for each answer.

Please note that your responses will also be evaluated for English usage, grammar, spelling, and punctuation.

Keep a copy of your application. Copies will not be provided.

Please direct inquiries and/or requests for an alternate format to complete the screening process, by the closing date of this announcement, to:

Mail:

Oregon Judicial Department
Human Resource Services Division
1163 State Street
Salem, OR 97301

Telephone:

(503) 986-5930

TTY:

Oregon Relay Service 711

Please be prepared to describe the alternate format(s) needed.

DUTIES & RESPONSIBILITIES:

Provide organizational leadership in the broad category of human resource management by recommending appropriate improvements and initiatives.

Manage and supervise the HRSD staff.

Research, write, and communicate effectively on topics within areas of responsibility. Oversee or participate in the presentation of various human resource reports, including the biennial affirmative action plan.

Promote and provide support for a positive, healthy, and progressive work environment in OJD, primarily through the promulgation of personnel rules and policies which reflect these values.

Provide advice and consultation to the State Court Administrator, judges, management, and non-management staff regarding a wide variety of human resource issues including, but not limited to, interpretation of federal and state laws, rules and policies, organizational structure, discipline and grievance, recruitment and selection, and classification and compensation.

Maintain currency on federal and state laws or policies that affect OJD and develop rules and policies to accommodate new/revised federal and state laws.

Administer or oversee the investigation of employment discrimination or harassment complaints against line staff and management and, when directed by the State Court Administrator or Chief Justice, investigate complaints involving employment discrimination or harassment of employees by judges.

Meet with any employee who has received notice of potential dismissal or trial service removal to receive and document that employee's response to the notice.

Supervise the maintenance of OJD human resource and payroll systems and files in compliance with federal and state laws and OJD policies.

Coordinate human resource related activities and actions with divisions of OSCA, the Tax Court, appellate courts, and trial courts.

Serve as liaison with other government branches regarding a wide variety of human

resource issues.

Review, evaluate, and monitor proposed legislation affecting OJD's human resource system or workforce.

Develop and manage the HRSD budget and preparation of OJD compensation plans required for the state legislature.

Serve as appointed on various committees related to human resource issues, (e.g. quality workforce, diversity or court access issues, education, and future of the courts).

Prepare and deliver the HRSD training component(s) of programs developed by the Office of Education, Training, and Outreach (e.g. orientation for new employees and new judges and supervisory training).

QUALIFICATIONS & DESIRED ATTRIBUTES:

To qualify you must have a bachelor's degree in personnel, public, or business administration or a closely related field, and a minimum of six years of increasingly responsible work experience in the area of personnel administration

OR

a master's degree in personnel, public, or business administration or a closely related field and five years of increasingly responsible work experience in the area of personnel administration.

Experience should include:

- Developing and implementing policy, goals, objectives, and priorities in conjunction with executive management,
- Experience leading or supervising employees, and
- Knowledge and experience in managing a budget.

Applicants without the specified bachelor's degree may substitute additional, relevant work experience for the degree on a year-for-year basis.

The successful candidate must possess excellent oral, written, organizational, analytical, and conflict-resolution skills and be well versed in the use of automated business software. The candidate should have a demonstrated ability to work independently, manage multiple and competing deadlines, interact with other people and agencies effectively to resolve complex business issues and supervise employees in a positive manner.

The successful applicant must have a valid driver's license and acceptable driving record or be able to provide an acceptable alternate means of transportation.

Preference may be given to applicants who have:

- Been responsible for all or a substantial portion of a personnel management system for a complex state or public sector agency,
- Significant experience in personnel administration and management for a geographically distributed (e.g., statewide) and diverse organization,

- Experience working with elected and/or appointed officials in a business setting, or for a state court system, or
- A master's degree in a related field, a Juris Doctor degree, or a professional certification (SHRM, IPMA, etc.).

ADDITIONAL INFORMATION:

Salary: The Judicial Department's practice is to begin employees at the first pay step. However, a higher starting pay rate may be considered depending upon the applicant's current salary and benefits, education, and experience. For current non-temporary OJD employees, JDPR 4.03(3)(d) states that upon promotion an employee shall normally receive a one-step pay increase from the employee's current pay rate (not including differentials under JDPR 4.07) to the next higher rate in the salary range to which the employee is promoted. JDPR 4.03(3)(e) states that upon transfer to another position with the same salary range, the transferring employee retains the same pay rate.

NOTE: As part of continuing reductions to the OJD budget, the following measures still apply to all OJD employees:

- There are no across-the-board (cost of living) salary increases for the 2009-11 biennium, ending on June 30, 2011.
- Each employee is required to take mandatory furlough days without pay during the 22 month period from September 1, 2009 through June 30, 2011. The total number of furlough days for the period (10, 12, or 14) is determined by the salary range and will be prorated for employees hired after September 1, 2009.

Conduct Expectations: Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

Criminal History Check: The selection process includes a criminal history check using the Law Enforcement Data System (LEDS). Felony convictions may be an automatic bar to employment. Misdemeanor convictions will be reviewed on a case-by-case basis and may be a bar to employment if the circumstances of the crime are directly related to the duties and responsibilities of the position for which application is made.

Depending on the job, in addition to the criminal history check described above, you may be required to pass an Oregon State Police/Federal Bureau of Investigation background check and consent to finger printing by the Oregon State Police. This is necessary due to the access level and handling of sensitive and confidential data required of some jobs.

Visa Sponsorship: The Oregon Judicial Department does not offer H1-B Visa sponsorship. Within three days of hire, you will be required to complete the United States Department of Homeland Security's I-9 form confirming authorization to work in the United States.

Bilingual Pay Differential: Some employees may be assigned to use bilingual skills in the regular performance of the employees' duties. An employee who, as assigned in writing by the administrative authority, uses bilingual skill(s) (including American Sign Language) in the performance of assigned duties and who passes the bilingual skill proficiency test(s) approved by the State Court Administrator, shall receive a monthly pay differential equal to

an additional step for the duration of each assignment as determined by the administrative authority.

THE OREGON JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO A DIVERSE WORK FORCE. WE RESPECT, REFLECT, AND RESPOND TO THE DIVERSE PEOPLE WE SERVE.

VISIT OUR AGENCY WEBSITE AT:

<http://www.courts.oregon.gov/OJD>

OUR OFFICE IS LOCATED AT:

1163 State Street
Salem, OR 97301
503-986-5930

Job #OJD-HRSDDIR-01
DIRECTOR, HUMAN RESOURCE SERVICES
DIVISION, OREGON JUDICIAL DEPARTMENT
OH

**Director, Human Resource Services Division, Oregon Judicial Department
Supplemental Questionnaire**

* 1. Are you currently an employee of the Oregon Judicial Department?

- Yes
 No

* 2. Can you provide acceptable documentation to complete the U.S. Department of Homeland Security I-9 form within three days of hire? [Link to PDF of form I-9, with list of acceptable documents on page 5](#)

- Yes
 No

* 3. Which of the following is the highest degree or diploma that you hold?

- High School Diploma or Equivalent
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Juris Doctor Degree
 Doctorate Degree
 None of the Above

* 4. Which of the following best describes your level of increasingly responsible work experience in the area of personnel administration, which included:

- Developing and implementing policy, goals, objectives, and priorities in conjunction with executive management;
- Leading or supervising employees; and
- Managing a budget.

- None
 Less than 6 months
 6 to 11 months
 12 to 17 months
 18 to 23 months
 2 years
 3 years
 4 years
 5 years
 6 years
 7 years
 8 years
 9 years
 10 years or above

* 5.

Describe your experience in applying human resource principles, practices, laws, and rules. In your response, specifically address the areas of

- a. Position classification and compensation systems;
- b. Recruitment and selection;
- c. Employer and employee performance standards;
- d. Administration and application of personnel rules and policies;
- e. Compliance with federal and state employment laws;
- f. Payroll administration; and
- g. Records administration.

Include in your response the name of your employer, the size and type of organization, your job title, and the length of time you performed the duties.

* 6. Describe your experience developing and implementing goals and priorities. Include in your response

- a. The name of your employer and, if different than the employer(s) listed in your response to question 1, the type and size of the organization(s);
- b. Your experience developing and communicating the mission and short and long-range goals;
- c. Your experience developing and implementing processes or procedures to achieve those goals; and
- d. Who was directly affected by the goals and objectives (e.g., a specific work unit or office, the entire organization).

* 7. Describe your experience supervising and managing staff. Include in your response

- a. The name of your employer and, if different than the employer(s) listed in your response to question 1, the type and size of the organization(s);
- b. The number and type of staff supervised;
- c. The scope of your responsibilities (e.g., scheduling, training, hiring, performance feedback, discipline, responding to formal workplace disputes such as grievances, etc.);
- d. Whether your experience includes supervising through lead workers, subordinate supervisors, or lower-level managers; and
- e. The length of time you performed the duties.

* 8. Describe your experience planning, preparing, and controlling a budget. Include in your response

- a. The size and scope of the budget;
- b. Your level of authority regarding the budget;
- c. The type of organization within which your experience occurred (e.g., public or private sector); and
- d. The length of time you performed the duties.

* Required Question