



CITY OF SEATTLE

Human Resources Manager, Municipal Court of Seattle

SALARY:	\$36.02 - \$54.02 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Not represented
CLOSING DATE	03/06/12 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle, recognized for their proactive innovative approach, is seeking an experienced Human Resources Manager. As a member of the Court's Executive Leadership Team, the Human Resources Manager is responsible for a broad spectrum of issues for an organization of more than 200 union and non-union employees and 13 judicial officers. The Court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations handling a large volume of work, requiring a dedicated, agile and motivated staff. The Human Resources Manager reports to the Court Administrator and works closely with the seven elected Municipal Court Judges.

The Court is looking for a seasoned Human Resources generalist with five years of progressively responsible Human Resources supervisory experience and a strong grounding in Employment Law, Salary/Benefit Administration, Payroll Classification, and Organizational Development. Due to the structure of the organization, nature and volume of the work, a manager who looks for challenging and engaging work, who is comfortable managing up and down, and with competing interests, would be ideal. The Court works to continually improve their work product and work environment, necessitating a manager who can build effective working relationships, champion staff, and inspire confidence and trust. The Court values strong written, oral and listening skills.

JOB RESPONSIBILITIES:

- Plans, develops, implements, evaluates and manages Human Resources programs, policies and guidelines in support of organizational objectives
- Administers and implements Human Resources services
- Manages and develops three staff members
- Ensures adherence, understanding and compliance to applicable laws and policies
- Prepares Human Resources-related analysis and reports
- Provides consultation to the Presiding Judge, Court Administrator and Executive Committee
- Functions as the Court's labor relations representative, administering five labor union contracts, partnering with City Labor Relations, and participating in grievance proceedings as necessary
- Acts as the Court's liaison with the Personnel Department, Law Department and other City Departments

QUALIFICATIONS:

Education: Requires a Bachelor's Degree in Business Administration, Human Resources, Public

Administration or related field. Juris Doctorate and Certified Senior Professional Human Resources certification by the HR Certificate Institute are desired.

Experience: Seven years in Human Resources and five years in progressively responsible Human Resources supervisory positions. Preference will be given to candidates who: possess experience in the public sector - working with elected officials or in the Court with judges; have experience in a public or private sector organization with multiple divisions or lines of business such as a large law firm or mid-size organization comprised of a diverse workforce.

Equivalency: Combinations of appropriate education, experience, certification and training will be evaluated on an individual basis for comparability to the education requirement.

ADDITIONAL INFORMATION:

In addition to the on-line application, please attach a cover letter

Job offers are contingent on the verification of credentials and other information required by the application process.

Learn more about the Municipal Court of Seattle at www.seattle.gov/courts

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2012-01330

<http://www.seattle.gov/jobs>
HUMAN RESOURCES MANAGER, MUNICIPAL COURT OF SEATTLE
KM

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.

Human Resources Manager, Municipal Court of Seattle Supplemental Questionnaire

* 1. Do you have current SPHR certification?

- Yes
- No

* 2. Do you have a Juris Doctorate?

- Yes
- No

* 3. Please indicate which of the following is your strongest area:

- Bargaining/Labor Relations
- Recruitment and Retention
- Employment Law
- Organizational Development
- Salary/Benefit Administration
- Payroll Classification

* 4. What is the largest number of direct reports you have supervised in Human Resources?

* 5. Have you ever worked in the Public Sector with elected officials or in the Court with judges?

- Yes
- No

* Required Question