



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Human Resources Specialist

Title of Immediate Supervisor:	Director of Human Resources
Department/Division:	Human Resources / Office of the State Court Administrator
Pay Grade/FLSA Status:	12 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Human Resource Specialist is responsible for assisting the Director of Human Resources in administering the statewide human resources management, risk management, and employee safety programs for the North Dakota Court System.

This position is a combination of administrative and professional human resource support. The Human Resources Specialist is responsible for the operational and technical duties of human resources as well as more complex duties related to the interpretation and applications of human resource programs, laws, and best practices.

Major Responsibilities & Essential Functions

1. Assists the Human Resource Director in administering human resource programs related to recruitment and selection, performance management, compensation and benefits, employee development, employee relations, human resource technology, and workplace safety/risk management.
2. Provides supervisors, employees, and applicants with information, assistance, and coaching on human resource programs, policies, and employee relations.
3. Manages the recruitment cycle including working with supervisors in writing supplemental questions, reviewing applications for minimum qualifications, reviewing background checks, writing offer letters, and recruiting at job fairs and other talent search methodologies. Completes human resource processes in the applicant tracking system by assisting supervisors and applicants, processing recruitment steps, and ensuring recruitment and selection procedures are followed, information is accurate, and all processes are completed from the requisition to records retention.
4. Manages and completes human resource processes in the human resource information systems including entering and terminating employees, maintaining employee records, creating and ensuring acknowledgments, evaluations, and forms are completed timely and accurately and shared with applicable parties. Ensures all employee records are created, organized, and retained as required.
5. Assists in the implementation of personnel policies and procedures; prepares and maintains employee handbook, safety manual, and other processes, policies, and procedures.
6. Administers, reconciles, and ensures compliance with FMLA, NON-FMLA & other programs.
7. Recognizes, prepares, and routes personnel action memos and letters for employment changes.
8. Researches, collects, organizes, and analyzes data, prepares reports, and maintains various databases.
9. Organizes and prepares materials and logistics for employee orientations and human resource trainings.
10. Assist the Director of Human Resources in editing, proofing, drafting, or preparing various memoranda or documents for the State Court Administrator, Personnel Policy Board, and the Supreme Court.
11. Recommends new approaches, policies, and procedures for continual improvements in efficiency of human resources services performed and provided.
12. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a high school diploma and three years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the experience requirement.



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Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements

- Knowledge of the principles, concepts, and methods of human resources management.
- Knowledge of the court system's human resources and risk management policies and procedures.
- Knowledge of court administrative policies, procedures, fundamental functions, and jobs found within the court system.
- Knowledge of word processing, electronic spreadsheet, and database software.
- Knowledge of the principles of public relations.

Skill Requirements

- Interpretation of laws, rules, policies, and guidelines pertaining to human resources programs.
- Interpersonal skills including rapport building with all levels of employees and public.
- Communicating effectively at all levels both orally and in writing.
- Monitoring employment processes and procedures of the court to assure compliance with relevant laws, rules, regulations, or guidelines.
- Planning, prioritization, and organizational skills to effectively manage a variety of responsibilities.
- Proficiently uses related software programs.

Physical Requirements

- The essential functions of the job typically require: grasping, sitting, standing, walking, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment.
- Employee is subject to some travel in the performance of the job. Employee has control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

Job Classification History

- Human Resources Specialist created 10/1/2024. On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.