



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Director of Human Resources

Title of Immediate Supervisor:	State Court Administrator
Department:	State Court Administrator's Office
Pay Grade/FLSA Status:	21 / Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Director of Human Resources is responsible for administering the statewide human resources management, risk management and employee safety programs for the North Dakota Judicial System, including the development, interpretation and implementation of policies, procedures, and rules.

Major Responsibilities & Essential Functions

1. Develops and implements policies and procedures pertinent to all phases of human resources, risk management and employee safety activity within the judiciary.
2. Evaluates organizational needs and monitors statutory requirements to ensure an effective and efficient human resource management system and compliance with all laws and rules pertinent to human resources management, including but not limited to fair labor standards, employee-management relations, civil rights, risk management and employee safety and health.
3. Provides advice and recommendations to administrators on human resource management issues and interprets personnel policies, laws and procedures for judges and judicial employees.
4. Assists judges and administrators in analyzing and projecting staffing needs and conducts activities associated with recruitment, selection, and retention of employees.
5. Develops and monitors the judicial employee salary administration plan.
6. Provides staff services to the Personnel Policy Board, and other committees as assigned.
7. Develops communications to inform employees concerning personnel issues, policies, procedures and other human resource issues and programs.
8. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a bachelor's degree in human resource management, public or judicial administration or closely related area and five years of increasingly responsible management experience in the area of human resource management and personnel administration, preferably in a court environment; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Considerable knowledge of the principles, concepts, and methods of human resources management.
- Considerable knowledge of employment and occupational health and safety laws.
- Knowledge of the judiciary's human resources and risk management policies and procedures.
- Knowledge of court administrative policies, procedures, fundamental functions and jobs found within the Court.
- Knowledge of word processing, electronic spreadsheet and database software.
- Knowledge of the principles of public relations.



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Skill Requirements

- Interpretation of complex laws, rules, policies and guidelines pertaining to human resources programs.
- Leadership skills including, consensus-building and facilitation skills.
- Interpersonal skills including rapport building with all levels of employees, coaching and counseling.
- Strong written and oral communication skills that will allow the individual to produce and present written and oral reports.
- Skilled in formulating, implementing and monitoring employment processes and procedures of the court to assure compliance with relevant laws, rules, regulations or guidelines.
- Grant writing and grant funded program administration skills.
- Analytical skills to review operating issues, make cogent recommendations and to develop effective HR plans, policies, programs, or operational HR processes to meet the needs of the judiciary.
- Skill in developing and administering classification and compensation plans.
- Planning, prioritization and organizational skills to effectively manage a variety of responsibilities.

Physical Requirements

- The essential functions of the job typically require: 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.
- Employee may be subject to some limited travel in the performance of the job. Employee does have control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

Job Classification History

- The Director of Human Resources and Development was last reviewed and updated 4/22/1998 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Revised 1/2004 by BCC. Title change and modification of job description per request to HR.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.