



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Director of Human Resources

<b>Title of Immediate Supervisor:</b>	State Court Administrator
<b>Department/Division:</b>	Human Resources / Office of the State Court Administrator
<b>Pay Grade/FLSA Status:</b>	*22 / Exempt
<b>Job Titles Accountable For:</b>	Human Resources Specialist

### General Summary or Purpose

The Director of Human Resources is responsible for developing, implementing, and administering the statewide human resources management, risk management, and employee safety programs for the North Dakota Court System. Administers human resources programs and policies to reflect the court system's mission and vision and supports organizational goals. Plans, directs, organizes, and manages all department operations and personnel. Supervises personnel directly or through designated supervisors.

### Major Responsibilities & Essential Functions

1. Plans, directs, organizes, and manages all department operations personnel.
2. Develops, implements, oversees, and administers 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.
3. 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.
4. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources and applies this knowledge to communicate changes in policy, programs, practices, and resources.
5. Develops and implements policies and procedures pertinent to all phases of human resources, risk management, and employee safety activity within the court system.
6. Provides advice and recommendations to management on human resource management issues and programs and interprets personnel policies, laws, and procedures for management and employees.
7. Assists appointing authorities in analyzing and projecting staffing needs, provides resources and tools and researches, analyzes and conducts activities to attract, recruit, select, and retain employees.
8. Administers the court system's compensation plans and non-NDPERS benefits.
9. Develops or provides and administers employee development programs related to performance management, talent management, and competency and supervisory training and development.
10. Conducts research and analysis of organizational metrics to develop data-driven insights to improve workforce processes and programs.
11. Develops communications to inform employees concerning personnel issues, policies, procedures, and other human resource issues and programs.
12. Seeks continuous improvement in human resource programs and processes and provides tools and resources to management and employees.
13. Provides staff services to the Personnel Policy Board and other committees as assigned.
14. Performs other duties of a comparable level or type or as assigned.

### Minimum Qualifications

Requires a bachelor's degree and five 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 degree and experience requirements.

### Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.



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### 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 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

- Management and leadership skills to effectively manage department and personnel.
- 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.
- 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 court system.
- 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: 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 **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.
- 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.
- \*A pay grade exception was recommended by the Personnel Policy Board and approved by the Supreme Court on 9/11/2024 effective 10/1/2024. A pay grade exception is the assignment of a pay grade that is higher than that determined by the application of the Classification Matrix System. This may be done when a pay grade assigned to a class has not resolved significant problems in the recruiting or retention of qualified individuals for a class. Classes assigned a pay grade exception are subject to periodic review to verify the appropriateness of the assigned pay grade.