



## FRANKLIN COUNTY MUNICIPAL COURT

375 S. High St.  
Columbus, Ohio 43215-4520  
(614) 645-8214  
Employment Opportunity

<b>JOB TITLE:</b>	Director of Human Resources
<b>DEPARTMENT:</b>	Court Administration
<b>REPORTS TO:</b>	Court Administrator
<b>FLSA STATUS:</b>	Exempt
<b>STARTING SALARY:</b>	\$53.10/hour (\$110,448/year)
<b>HOURS:</b>	Full-time 8 a.m. to 5 p.m. or as assigned/needed
<b>POSTED:</b>	June 21, 2022
<b>APPLICATION DEADLINE:</b>	July 5, 2022

### FRANKLIN COUNTY MUNICIPAL COURT OVERVIEW

The Franklin County Municipal Court is one of the largest and busiest municipal courts in the state. The Court has fourteen judges in the General Division and one judge in the Environmental Division. Judges are elected countywide for six-year terms and preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Court's jurisdiction includes cases involving traffic offenses, criminal misdemeanors, and civil actions where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. The Court has six magistrates who preside in traffic arraignments, eviction cases, and small claims cases; one magistrate who presides in the Environmental Division under the supervision of the Environmental Judge; approximately 250 employees; and an annual operating budget of more than \$18 million. All the Court's employees are unclassified, at-will, and serve at the pleasure of the Court.

The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. Despite its jurisdiction and name, the Franklin County Municipal Court is the judicial branch of the City of Columbus government, from which it receives most of its funding.

### JOB PURPOSE

The Director of Human Resources is a senior-level manager reporting directly to the Court Administrator and is responsible for administration of all human resource programs and the delivery of human resources services. The Director is expected to provide quality frontline human resources to employees and judges. The Director also provides staff support to the Court's Personnel Committee and represents the Court in personnel-related matters with outside entities, such as the Columbus City Auditor, the City of Columbus Human Resource Department, the Columbus City Attorney's Office and the Ohio Civil Rights Commission.

The Director of Human Resources supervises a full-time Human Resources Assistant who has daily administrative responsibilities and ensures that day-to-day processes and procedures are

effective and efficient. The Human Resources Assistant assists and supports the Director of Human Resources as needed and as requested.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Establish strategic objectives and goals for the Court's human resources program, and develop and implement a comprehensive human resources program based upon those objectives and goals
- Manage all human resources activities, including payroll, timekeeping, salary administration, staffing, job evaluation/analysis, benefits administration, new hire orientation, performance evaluations, employee recognition, and training.
- Maintain the highest level of confidentiality
- Perform or supervise the performance of payroll processing and benefits administration for judges and employees
- Develop and execute the implementation of system changes and improvements that will positively enhance service to judges and employees
- Evaluate services delivered and seek opportunities to improve performance and operational efficiencies
- Manage and direct the Court's discipline and conflict resolution procedures; conduct investigations of employee complaints, misconduct, or rules violations; prepare reports; recommend appropriate action; and represent the Court at any personnel-related hearings
- Write and revise employee policies for inclusion in the Court's Employee Handbook; ensure all Court employment policies and programs are following applicable laws; and provide the Court and its employees with advice and direction regarding human resource-related matters
- Act as the Court's Equal Employment Opportunity Officer
- Interact regularly with judges and employees to build trust, ensure an open line of communication is maintained to identify and address any issues, needs, or concerns, and gain cooperation among persons and groups with sometimes conflicting agendas. Exhibit a collaborative leadership style with ability to manage successfully through influence
- Prepare and distribute job postings; coordinate pre-employment checks (fingerprinting, criminal record check, etc.); monitor recruitment and hiring to ensure compliance with Court policies and applicable laws; lead or participate in the recruitment, screening, interviewing, selection, hiring, training, and disciplining of Court employees; and ensure managers, supervisors and judges are trained in proper interviewing techniques
- Maintain position descriptions for approximately 65 job classifications, and revise as necessary by working with department managers, supervisors, and employees
- Provide staff support to the judges' Personnel Committee
- Design and implement programs that meet the job-related training and development needs of employees and judges
- Attend and conduct meetings and training sessions to obtain or provide information on employment matters
- Attend meetings of department managers and update the Court Administrator, other managers, and the judges on human resources issues

- Provide long-term and short-term planning to enable the Office to meet its goals and objectives
- As a senior manager, participate in the ongoing review, evaluation, and revision of employee policies and procedures
- Performs other duties as assigned by the Court Administrator

## **QUALIFICATIONS AND REQUIREMENTS**

- A bachelor's degree in human resources management, organizational leadership, labor relations, public administration or a related field from an accredited college or university
- At least three years' experience as a full-time human resources manager in an organization with 100-300 employees, or as an assistant director or manager in a comparable organization, with progressively responsible experience in one or more functional areas of human resources
- Significant, demonstrable experience in one or more functional areas of human resources management, such as labor relations, salary administration, training, payroll processing, or benefits administration
- Knowledge of and experience in some or all the following areas: human resources principles and practices; employee relations; employee recruitment; interviewing and selection; performance evaluation; policy development; and applying employment laws and regulations, such as FMLA, EEO and FLSA
- Working knowledge of the principles, laws, and regulations governing hiring, salaries, benefits, discipline, termination, discrimination, and sexual harassment
- Ability to interface effectively with all levels of staff and management, build trust, influence thinking, and gain cooperation among groups who may have differing needs and agendas
- Strong analytical and organizational skills and the ability to function at a high level within a large complex organization
- Ability to organize and lead meetings of employees, judges, and others, and to make oral presentations before elected and appointed officials, public and private groups, Court employees, and others
- Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives
- Ability to recognize the need for change, respond with flexibility to changing program demands, propose solutions, and ensure that solutions are implemented
- Knowledge of common office practices, procedures, and equipment
- Proficiency in operating a personal computer and using Microsoft Office products including Word, Outlook and Excel
- Good time management skills; highly organized and detail-oriented
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high-pressure atmosphere under sometimes severe time restraints
- Ability to communicate verbally effectively and professionally and in writing in English to diverse audiences
- Pleasant personality, ability to interact and maintain effective working relationships with judges, other elected officials, employees, law enforcement officers, lawyers, and others conducting business with the Court

- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis
- Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials
- Demonstrated dependability, reliability, and excellent attendance record
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment

Direct experience working with or reporting to elected or high-level government officials is beneficial.

Experience as a human resources officer in a government or quasi-government environment may be beneficial, but service in a corporate, non-profit, or other private sector organization that provided an individual with comparable experiences will be given equal consideration.

Additional consideration will be given for the following: management or supervisory experience; direct experience working with or reporting to elected and high-level government officials; experience in a work environment that brought the individual into frequent contact with a diverse population; PHR, SPHR, SHRM-CP or SHRM-SCP certification; SHRM national or local chapter affiliation; the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language (ASL).

## **BENEFITS**

The Franklin County Municipal Court offers an excellent benefits package that includes medical, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick-leave reciprocity; employee-assistance and deferred-compensation programs; tuition reimbursement; and credit-union membership.

Court employees are members of the Ohio Public Employees Retirement System that provides retirement, disability, and survivor benefits for public employees. The Court pays the required employer's share of 14 percent of the employee's salary. Court employees do not have Social Security taxes withheld from their paychecks because they are members of OPERS.

## **APPLICATION PROCESS**

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Assistant Morgan Smith that describes with some specificity how their qualifications match those required for the position by the application deadline.

The Franklin County Municipal Court Judges application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications should be completed and submitted online by submitting materials to [HumanResources@franklincountymunicourt.org](mailto:HumanResources@franklincountymunicourt.org). Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone.

Applicants are encouraged not to call or contact the human resources director any Court employee concerning their applications.

#### **COURT EXPECTATIONS OF EMPLOYEE**

The Court expects employees will adhere to all court policies, guidelines, practices, and procedures; act as role models both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisors about department issues.

#### **AT-WILL AND EQUAL-OPPORTUNITY EMPLOYER**

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil-service system and are not members of bargaining units. The Court is an equal opportunity employer and does not discriminate based on age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information.