

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

**TITLE:** Human Resources Manager

**GRADE:** G-27 (Personnel Analyst IV)

**ANNUAL SALARY:** \$90,976 - \$105,019 (Negotiable, based on qualification and work experience)

**LOCATION:** Court Administrative Office, Circuit Court, Upper Marlboro, Maryland

**TYPICAL DUTIES:** The incumbent, under the direction and supervision of the Deputy Court Administrator, is responsible for developing, directing and administering a comprehensive Human Resources Management Program for the Circuit Court. This position manages one Human Resources Specialist and works collaboratively with nine (9) Circuit Court Human Resources Liaisons as they assist the Human Resources Manager on personnel matters relating to recruitment, orientation and the Employee Time Sheets (ETS). This position also develops, maintains and facilitates the implementation of integrated Human Resources (HR) policies, procedures and standards through a myriad of activities that includes recruitment, selection, classification, placement and staffing; performance management; employee relations; benefits administration; training and development; management advisory services; equal employment opportunity and affirmation action, safety, risk management and workers' compensation; and Americans with Disabilities Act (ADA). Researches, interprets and provides recommendations on Court's compliance with federal, state, county, and local personnel and labor relations laws to include EEO, ADA, ADEA, FMLA, and FLSA. Provides guidance to Judges, Court Administrator, Deputy Court Administrator, Division/Unit Directors and Managers, and employees regarding the interpretation of Human Resources laws, rules, regulations, policies and coordinates such other and further personnel matters as may be directed by the Administrative Judge or the Court Administration. Drafts, coordinates, and updates the Court Personnel Policies and Procedures. Keeps abreast of court, state, local, and federal legislation. Investigates complaints and oversees personnel action process. Supervises the maintenance of personnel records and oversees all Employee Time Sheets (ETS).

### **MINIMUM QUALIFICATION REQUIREMENTS**

Bachelor's degree from an accredited college/university in personnel administration or business/public administration, psychology, or a closely related field, plus five (5) years progressively responsible experience as a generalist in personnel administration and policy development (preferably in a court arena); or an equivalent combination of education and experience. Certification by SHRM or IPMA is preferred. Have knowledge of industry trends and current employment legislation. Ability to gather information, analyze issues, define problems, and make appropriate recommendations. Knowledge of strategic planning processes. Possess excellent analytical skills, writing skills, organizational skills and record keeping skills. Have the ability to interact professionally and tactfully with court personnel, public officials and co-workers. Ability to speak Spanish is a plus. Applicants are subject to background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at <http://princegeorgescourts.org/job.aspx>.

**CLOSING DATE:** Applications must be received by 5:00 p.m. EST on Friday, September 23, 2016.

**APPLY TO:** Department of Human Resources, Room M2407  
Court House, Upper Marlboro, MD 20772  
FAX (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

**Eligibility to Work:** Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States. Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the Workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

**Reasonable accommodation upon request.**