



**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY  
invites applications for the position of:**

**Human Resources Manager**

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<b>SALARY:</b>	\$43.27 - \$52.88 Hourly \$90,000.00 - \$110,000.00 Annually
<b>DEPARTMENT:</b>	Human Resources
<b>OPENING DATE:</b>	07/30/21
<b>CLOSING DATE:</b>	Continuous
<b>NATURE AND VARIETY OF WORK:</b>	

Under the direction and supervision of the Court Administrator, the Human Resources Manager is responsible for administering a comprehensive Human Resources Management Program for the Circuit Court. This includes developing, maintaining, and facilitating the implementation of Human Resources (HR) policies, procedures and standards through a myriad of activities that include; recruitment, selection, performance management; employee relations; training and development; classification; equal employment opportunity and affirmative action; safety, risk management and workers' compensation; Family and Medical Leave; and the Americans with Disabilities Act (ADA). The incumbent works closely with staff to ensure the Circuit Court's compliance with federal, state, county, and local HR laws and provides advisory services to managers and other Court officials on the interpretation of Human Resources laws, rules, regulation and policies in coordination with the Administrative Judge or the Court Administrator.

**EXAMPLES OF WORK:**

Examples of work include but are not limited to:

- 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 Administrator.
- Keeps abreast of court, state, local, and federal legislation. Researches, interprets and provides recommendations on the Court's compliance with federal, state, county, and local HR laws to include EEO, ADA, ADEA, FMLA, and FLSA.
- Manages the work of three Human Resources Analysts and one Human Resources Assistant.
- Develops and implements the Circuit Court's recruitment strategy including examination development and administration, and analysis of applicant qualifications in support of the Court's hiring and promotional processes. Reviews recruitment requisitions for consistency with established classification and compensation protocols.
- Recommends changes in personnel action processes, supervises the maintenance of personnel records, and oversees all Employee Time Sheets (ETS).
- Obtains and provides answers to procedural questions for employees, managers and department heads concerning classification and compensation matters; assists in resolving problems.
- Plans and oversees staff performing classification studies of a variety of occupational classes, collecting and analyzing salary data, conducting a range of special classification

or compensation; develops responses to appeals of classification decisions. Presents recommendations from completed studies, analysis, and audits to upper management, as necessary.

- Leads or participates in investigations to reduce the Circuit Court's liability and resolve complaints. Mediates and counsel's employees and supervisors in an attempt to settle conflicts informally. Oversees staff engaged in employee relations work and works with staff to prepare responses to employee complaints and grievances.
- Provides interpretation, guidance, and training in the application of the Maryland Administrative Office of the Courts rules and regulations, as well as Federal and State laws and regulations as it relates to EEO, Ethics, and ADA Programs. Reviews and make recommendations on supervisory and employee training content in the area of employee relations. Serves as the Circuit Court's EEO and Ethics Officer.
- Develops and administers Circuit Court training programs and assists departments with identifying departmental training needs. Provides recommendations on approval on employee training requests.
- Oversees the implementation and monitoring of performance planning and appraisal processes and application throughout the Court.
- Recommends and drafts changes to Circuit Court personnel policies and procedures.
- Prepares recommendations, narrative reports, and related work products reflective of the Circuit Court's missions, goals and objectives as it pertains to HR programs.
- Oversees execution of HR program budget.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Master's degree from an accredited college or university in the Human Resources/Personnel Management, Organizational Development, Business/Public Management, Psychology, or closely related field plus, four (4) years of professional level human resources experience with at least two (2) years of supervisory experience; Bachelor's degree with six (6) years of professional human resources experience and at least two (2) years of supervisory experience; or an equivalent combination of relevant education and experience.

### **Preferred Qualifications**

Experience working in a Court or judicial setting, policy development experience, and certification from HRCI, SHRM, or IPMA is preferred.

### **Knowledge, Skills, and Abilities**

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.

## **ADDITIONAL INFORMATION:**

**Applications will be reviewed every two (2) weeks beginning August 13, 2021 and periodically thereafter until a selection is made.**

### **Background Check**

All applicants are subject to a background check.

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## Human Resources Manager Supplemental Questionnaire

- \* 1. How many years of Human Resources experience do you possess?
  - 6 or more years of experience.
  - 5 years, but less than 6 years of experience.
  - 4 years, but less than 5 years of experience.
  - 3 years, but less than 4 years of experience.
  - 2 years, but less than 3 years of experience.
  - 1 year, but less than 2 years of experience.
  - Less than 1 year of experience.
  - No experience.
  
- \* 2. Describe in detail your experience working in a Human Resources position. Provide the name of the employer and dates of employment associated with this experience. Please do not enter 'See Resume'
  
- \* 3. How many years of supervisory experience do you possess?
  - 6 or more years of experience.
  - 5 years, but less than 6 years of experience.
  - 4 years, but less than 5 years of experience.
  - 3 years, but less than 4 years of experience.
  - 2 years, but less than 3 years of experience.
  - 1 year, but less than 2 years of experience.
  - Less than 1 year of experience.
  - No experience.
  
- \* 4. Do you have experience in any of the following areas? Select all that apply:
  - Creating and maintaining paper records and physical files
  - Creating and maintaining electronic records and files
  - Data entry into HR/payroll systems
  - Proofreading documents
  - Researching and answering benefit inquiries
  - Researching and answering policy questions
  - Reviewing and processing tuition reimbursement requests
  - Responding to employment verification requests
  - Workers' compensation administration
  - Leave administration (i.e. FMLA, Military, Non-FMLA Medical, Personal Leave)
  - Preparing meeting agendas and taking meeting minutes
  - Suitability screening
  - None of the above
  
- \* 5. Which of the following best describes your level of completed education?
  - Doctorate
  - Juris Doctorate
  - Master's Degree
  - Bachelor's Degree
  - Associate's Degree

- Some College
  - High School Diploma or G.E.D.
- \* 6. If you responded 'Some College', how many credit hours have you earned?
- \* 7. Please select your field of study.
- Human Resources
  - Organizational Development
  - Business/Public Administration
  - Psychology
  - Other
  - N/A
- \* 8. Which of the following best describes your skill level using word processing programs (i.e. Apple Pages, Google Docs, and Microsoft Word)?
- No significant experience using word processing programs.
  - Experience creating word processing documents; saving and printing data
  - All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
  - All of the skills listed above PLUS creating tables and charts
- \* 9. Which of the following best describes your skill level using spreadsheets (i.e. Apple Numbers, Google Sheets, and Microsoft Excel)?
- No significant experience using spreadsheets
  - Experience reading and creating spreadsheets/worksheets; saving and printing worksheets
  - All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
  - All of the skills listed above PLUS creating formulas and charts
- \* 10. Which of the following best describes your skill level using slide show presentation programs (i.e. Google Slides, Microsoft PowerPoint, and Keynote)?
- No significant experience using slide show presentation programs
  - Experience reading and creating slide show presentation programs and saving and printing slides
  - All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting slides or data
  - All of the skills listed above PLUS creating animation schemes and slide transitions, embedding videos, and timing slide shows
- \* 11. Which of the following best describes your skill level using an applicant tracking system (ATS)?
- No significant experience using applicant tracking systems (ATS)
  - Experience using an ATS to search and provide applicants with their application status
  - All of the skills listed above PLUS creating job requisitions, posting jobs, and creating an online recruitment plan to advance applicants through each phase of the process
  - All of the skills listed above PLUS advanced filtering of applicants, and running reports
- \* 12. Which of the following best describes your skill level using an onboarding system?
- No significant experience using onboarding systems
  - Experience using an onboarding system to review and monitor the status of new hire tasks
  - All of the skills listed above PLUS entering new hires, and maintaining employee records

All of the skills listed above PLUS completing HR onboarding tasks, and running reports

\* 13. Do you possess any of the following HR certifications?

- PHR
- SPHR
- SHRM-CP
- SHRM-SCP
- CCP
- Other
- N/A

\* Required Question