

**Alaska Court System
Class Specification**

DEPUTY HUMAN RESOURCES DIRECTOR

Range: 21

EEO: 2

SOC: 11-3121

Class Code: C3502

Definition:

Under general supervision, the Deputy Human Resources Director assists the Human Resources Director to provide professional human resource services to employees throughout the Alaska Court System. The incumbent manages the daily operation of the payroll, recruitment, and classification functions of the Alaska Court System. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Distinguishing Characteristics:

The Deputy Human Resources Director is a single-position job class providing professional consultation to executives, managers, and supervisors, and management of human resource functions throughout the Alaska Court System. This is a partially-exempt job class. The incumbent serves “at-will” to the appointing authority.

Supervision Received:

The Deputy Human Resources Director works under the general direction of the Director of Human Resources. Supervision and evaluation are based on the overall operation and efficiency of the Human Resources Department.

Supervision Exercised:

The Deputy Human Resources Director will recruit, hire, train, supervise, evaluate, and discipline professional, technical, and clerical staff. The incumbent exercises substantial supervisory authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Examples of Duties:

Collaborate with the Human Resources Director to develop and implement goals, objectives, and work plans for the Human Resources Department. Ensure HR policies, procedures, and practices are consistently implemented throughout the ACS.

Recruit, hire, and train professional and technical staff performing payroll, recruitment, and classification functions. Assign work, evaluate performance, and develop performance improvement plans. Provide timely and accurate guidance and advice to supervisors and lead workers. Review and update position descriptions to accurately reflect the work assigned.

Provide professional human resource services in accord with statutes, regulations, and policies applicable to the Alaska Court System. These include, but are not limited to: human resource consulting, employee relations, performance management, grievance and dispute resolution, workplace investigations, problem solving, and organizational development.

Counsel and coach supervisors, managers, and executives on a wide variety of human resource issues. Evaluate processes and systems, recommend changes, and assist in implementation throughout the ACS.

Counsel and coach supervisors and managers in the conduct of investigations that may lead to disciplinary action. Lead or conduct investigations of the most serious cases. Recommend corrective or disciplinary action. Investigate and respond to complaints of employment discrimination, harassment, and improper conduct; recommend discipline, resolution, or corrective action as appropriate.

Review and respond to appeals from applicants regarding minimum qualifications for employment.

Identify training needs and assist in the development of training programs. Deliver standard and specialized training courses on HR topics.

Review, revise, and approve position classification recommendations. Provide training to HR staff, managers, supervisors, and employees on the classification process. Approve revisions to class specifications and supervise the maintenance of the classification plan.

Conduct classification studies having broad scope and effect within the ACS. Conduct FLSA reviews and determine overtime eligibility. Document findings in study and allocation memoranda. Prepare final documents for distribution, posting on the ACS web site, and filing.

Perform special projects involving a variety of HR issues. Evaluate the need for new or revised policies and procedures; recommend revisions to reflect statutory and regulatory changes, or court decisions. Conduct research, prepare drafts, make recommendations, finalize, and implement results of project work.

Provide general oversight of the payroll function. Provide emergency and temporary backup to the Payroll Supervisor. Recommend changes to policy and procedure governing payroll, new employee orientation, and family leave administration. Serve as final hearing officer for informal appeals regarding payroll issues.

Develop and implement procedures and standards for payroll, classification, recruitment, and employment law compliance programs for the Alaska Court System.

Conduct research, evaluate options, and recommend changes to personnel policies for the Alaska Court System.

Knowledge, Skills, Abilities:

The Deputy Human Resources Director requires knowledge of:

- Employee relations, employment law, and position classification.

- The principles, practices, and terminology of human resource management.
- The principles and techniques of effective supervision.

The Deputy Human Resources Director requires skill in:

- Conducting investigations, analyzing facts, and making decisions or recommendations.
- Supervising staff, establishing goals, and meeting deadlines.
- The use of a personal computer and standard office software.
- Communicating with others in oral and written forms.

The Deputy Human Resources Director requires the ability to:

- Recognize and analyze situations and take effective action, and determine and establish priorities.
- Read, understand, interpret and apply complex technical material related to employment law, personnel rules, and employee benefits.
- Train staff in the various functions and responsibilities of the HR Department.
- Establish and maintain cooperative relations with executives, managers, supervisors, and employees.
- Develop and deliver training materials on human resource topics.

Minimum Qualifications:

Three years of professional human resource experience in employment law compliance, employee/labor relations, payroll, recruitment, classification, or training.

OR

Three years of advanced professional administrative or managerial experience where a substantial part of the duty assignment was the performance of human resource work.

OR

Five years of experience as a supervisor with the Alaska Court System.

OR

Graduation from an accredited law school with an LLB or JD degree.

NOTE:

The supervision of employees in and of itself does not constitute human resource work experience for the purpose of meeting these minimum qualifications.

The Deputy Human Resources Director is in the partially exempt service; the incumbent serves “at-will” to the appointing authority.

11/04/2005 – Original

06/16/2010 – Salary Range Change

02/15/2013 – Update; WPA

08/30/2013 – Title Change; Update