



CITY OF SEATTLE

HR Manager – JOB #2016-01560

SALARY:	\$82,267.20 - \$123,442.56 Annually
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Not represented
CLOSING DATE	11/15/16 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Seattle Municipal Court (SMC) is one of the highest volume Courts of Limited Jurisdiction in the State of Washington with 12 judicial officers and over 200 employees. SMC is the judicial branch of government for the City of Seattle and is authorized by the State of Washington. The Court adjudicates all misdemeanor and gross misdemeanor crimes, infractions, and civil violations authorized under the Seattle Municipal Code and certain Revised Code of Washington Statutes.

SMC is seeking a dynamic Human Resources Manager who has a passion for the court environment and its employees. As part of the Court's Executive Leadership Team, and under the direction of the Court Administrator, the HR Manager is responsible for the administration and management of all human resources activities for the court. The HR Manager provides strategic leadership for a broad spectrum of issues concerning represented and non-represented employees and judicial officers. This position oversees four employees.

The ideal candidate for this position is an accomplished leader with at least seven years of progressively responsible HR generalist experience and at least three years of lead/management experience in the public sector, preferably within the judicial branch of government. He/she must have a strong grounding in HR Operations, Employment Law, Organizational Development, Labor Relations, and Employee Relations.

The structure of the organization and the nature and volume of this position's responsibilities call for an individual who looks for challenging and engaging work, who can effectively manage up and down and amongst competing interests, and who has a vision for leading an innovative and strategically focused HR team. The Court works to continually improve its work product and environment, necessitating a manager who can build effective working relationships, champion staff, lead change and inspire trust and confidence.

The HR Manager must ensure the success of the Court's mission of providing a forum to resolve alleged violations of the law in a respectful, independent and impartial manner. This manager is required to make independent high-level and critical judgement decisions regarding HR issues within SMC, on behalf of and responsible to the Court Administrator and Presiding Judge.

JOB RESPONSIBILITIES:

- Manage the day-to-day operations of the HR department and oversee the delivery of personnel services at the Court
- Plan, develop, implement, evaluate and manage HR programs, policies and guidelines in support of organizational objectives pursuant to law and innovative practices
- Resolve complex, sensitive, legal and confidential HR issues
- Provide analysis, strategic planning and reports to the Court Administrator in the areas of ADA, recruitment, ergonomic implementations, training, performance evaluations, staffing, and compensation trends
- Provide consultation, expert advice and partnership to the Presiding Judge, Court Administrator, and Court Directors regarding a variety of complex HR issues including: employment law, employee relations, hiring/ selection, payroll classification, pay equity, training, leave administration, labor relations, benefit administration, diversity, return-to-work, performance evaluations, performance improvement plans, organizational development and career development
- Implement leadership development, new employee orientation and on-going staff training activities
- Manage the performance of four HR staff members
- Ensure adherence, understanding and compliance to applicable laws, rules, and policies
- Ensure the Court is committed to the City's Race and Social Justice Initiative
- Function as the Court's labor relations representative, administering six labor union contracts, partnering with the Seattle Department of Human Resources Labor Relations Division, and participating in grievance proceedings as necessary
- Manage HR related investigations in a timely manner and make appropriate recommendations to resolve issues
- Act as the Court's liaison with the Seattle Department of Human Resources and other City departments on HR related matters.

QUALIFICATIONS:

Minimum Qualifications

- 5+ years' progressive professional HR generalist experience
- 3+ years' experience as an HR lead/manager
- Equivalent of a Bachelor's degree in public administration, human resources, business management, or a related field. Candidates in the later stages of obtaining the requisite degree (over 50 percent complete – requires documentation) who otherwise meet or exceed the work experience qualifications may be considered.

Comparable combinations of education and experience maybe considered for the required qualifications except where specifically noted.

Competencies

- HR Expertise
- Ethical Practice
- Communication
- Relationship Management
- Consultation
- Leadership and Navigation
- Cultural Awareness
- Business Acumen
- Critical Thinking and Evaluation

Desired Qualifications

- 7+ years' progressive professional HR generalist experience
- Professional of Human Resources (PHR) or Senior Professional of Human Resources (SPHR) certified by the Society for Human Resource Managers (SHRM)
- Juris Doctorate
- Experience working in the public sector, ideally in a court or political environment
- Strong knowledge of the City of Seattle personnel rules.

ADDITIONAL INFORMATION:

Hiring Process

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

Direct link to apply: <https://www.governmentjobs.com/careers/seattle/jobs/1570324/hr-manager>

1. Completed NEOGOV online application.
2. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
3. Current résumé indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. The Court will review any information provided in your application package. Misstatements or falsification of information will eliminate you from consideration and/or employment if discovered subsequent to selection for the position. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself. Only those applicants selected for an interview will be contacted.

- A job offer is contingent upon verification of credentials and successfully passing the Court's background check. The background check includes a criminal history background review, fingerprinting and reference checks.
- The full hourly compensation range for this job classification is listed above
- For more information on the Seattle Municipal Court, visit www.seattle.gov/courts
- For questions about this opportunity, please contact HR Recruiter, Crystal Yost at crystal.yost@seattle.gov

APPLICATIONS MAY BE FILED ONLINE AT:
[Job #2016-01560](#)

<http://www.seattle.gov/jobs>
HR MANAGER
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.
