

# JUDICIAL COUNCIL OF CALIFORNIA

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455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** LABOR AND EMPLOYEE RELATIONS OFFICER OR SENIOR HUMAN RESOURCES ANALYST OR HUMAN RESOURCES ANALYST

**LOCATION:** SAN FRANCISCO/SACRAMENTO

**JOB OPENING #:** 4649

### OVERVIEW

The Judicial Council of California Human Resources (HR) office provides timely, responsive, and professional human resource management services reflecting best practices to California judicial branch and judicial officers, with an overarching goal of developing the California judicial branch as an employer of choice. The office currently has multiple openings that can be filled at the following levels:

#### Labor and Employee Relations Officer:

The Labor and Employee Relations Officer (LERO) will provide labor and employee relations services to the Judicial Council of California (JCC) and the Superior Courts of California, as well as the Courts of Appeal and the Supreme Court. This position ensures that judicial branch management has the counseling and expertise necessary to ensure labor agreements and personnel policies stay compliant with state and federal law.

#### Senior Human Resources Analyst:

The Senior HR Analyst will develop and provide trainings for JCC managers and supervisors, provide labor and employee relations advice to the JCC, the Superior Courts of California, and other state judicial branch entities, performs personnel investigations, and participate in labor negotiations.

#### Human Resources Analyst:

The Human Resources Analyst will provide research, analysis, recommendation, and daily operational support for the Human Resources office, with concentration on Labor and Employee Relations, in areas such as policy development, labor relations, employee relations, investigations, dispute resolution, performance management, training, and organizational development.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, \$130 monthly stipend towards public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a short walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the San Francisco or Sacramento office.

### RESPONSIBILITIES

#### Labor and Employee Relations Officer:

- Provide advice relating to all aspects of human resources, including but not limited to employee leaves of absence, employee union-management labor relations, and assistance with contract

negotiations.

- Assist courts with contract interpretation, and administration of memoranda of understanding (MOUs); advise court management and staff regarding consistent, equitable interpretation and application of MOUs.
- Review current contracts for outdated, improper, or illegal language.
- Serve as the lead negotiator of court management at the bargaining table; meet with unions to negotiate contract changes and updates, at successor MOU, side letter, impact bargaining sessions, and personnel policy updates. Must be able to handle stress and intense discussion of ideas.
- Review and finalize contracts and personnel policies.
- Assist with developing responses to grievances; investigate and assist the Legal Services Office with draft response to unfair practice charges.
- Provide advice relating to performance management, conflict resolution, employee discipline, performance evaluations, terminations, and recruitments.
- Act as facilitator to achieve conflict resolution in workplace disputes.
- Investigate employee personnel complaints and draft impartial investigation reports.
- In conjunction with the Legal Services Office, gather evidence and provide factual basis for response to discrimination complaints filed with Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH).
- Conduct human resources trainings for JCC managers, supervisors and court personnel on a variety of subjects.
- Conduct Labor Relations Academies and Forums to keep courts updated on developments in HR issues. Develop content for annual Forums and Academies.
- Participate in the development of judicial branch employment policies.
- Provides input on proposed legislation affecting judicial branch labor/employee relations.

## **RESPONSIBILITIES**

### **Senior Human Resources Analyst:**

- \* Respond to sensitive and complex inquiries from the trial courts relating to human resources matters and resolve problems or issues arising from such inquiries.
- In coordination with LERU and Legal Services, assist the managers of the JCC, and other judicial branch entities, with performance management issues.
- Provide subject matter expertise in the development and delivery of a wide variety of trainings and educational programs.
- Serve as a resource regarding essential, up-to-date information on a number of complex employment topics, ranging from emerging labor issues to statewide employment practices and court personnel issues.
- Assist the judicial branch in handling return to work issues and the considerations for reasonable accommodation.
- Assist the JCC and the trial courts with the management, development, and implementation of personnel policies.
- Provide trial court leadership, with data collection and analysis, on a variety of human resources related topics.
- Develop employee relations programs.
- \* Conduct personnel investigations and draft impartial investigation reports.
- Assist court management with negotiations at the bargaining table; meet with unions to negotiate contract changes and updates, at successor MOU, side letter, impact bargaining sessions;
- Develop and implement specialized human resources policies, procedures, projects, and programs.
- Conduct analytical human resources studies, develop recommendations, and make presentations to the management.
- Support LERU negotiation efforts with research on statewide practices and contract clauses.
- Assist in the development and delivery of the Labor Academy and the Labor Forum.

## **RESPONSIBILITIES**

### **Human Resources Analyst**

- Serve as a resource to trial courts, the JCC, and other judicial branch entities on a variety of complex employee relations and human resources functions.
- Conduct initial complaint intake and act as facilitator to achieve conflict resolution in workplace disputes,
- Assist the trial courts with management, development, and implementation of personnel policies. Research and review personnel policies, MOUs, case laws and statutes, and provide recommendations.
- Research, analyze, and prepare communication materials for various agency and statewide projects and programs.
- Research, draft, edit, and review policy documents, including but not limited to personnel policies, statewide human resources practices, performance review documents, and internal human resources policies.
- Support the Labor and Employee Relations Services unit (LERU) in negotiation efforts with research on statewide practices and contract clauses.
- Provide subject matter expertise in development and delivery of a wide variety of trainings and educational programs in collaboration with the Senior HR Analyst.
- \* Develop and maintain training calendar for LERU.
- Prepare and serve as a faculty for Labor Relations Academy and Labor Forums.
- Assist in designing and implementing performance management programs and policies.
- In coordination with LERU and the Legal Services unit, coach and counsel the managers of the Judicial Council of CA, and other judicial branch entities, with employee relations issues.
- Collect and maintain analytics that allow us to make informed and data-driven decisions on management programs, policies, and LERU resources.
- Track trial court and internal JCC negotiations.
- Administer the JCC Telecommute Program.

## **QUALIFICATIONS**

### **1. Labor and Employee Relations Officer**

Knowledge of:

- Investigation techniques and procedures.
- Principles of labor law and the collective bargaining process.
- Scope and character of California statutory and case law and provisions of the United States and California Constitutions.
- Principles and techniques of preparing effective oral presentations and written materials.

Ability to:

- Initiate, design, develop, and implement employee relations investigations.
- Analyze policy issues; effectively present statements of facts, law, policy, and argument.
- Exercise sound judgment and integrity, while establishing and maintaining effective working relationships with the judicial branch.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate in English: present clearly, concisely, and logically in both written and oral form.

## **MINIMUM QUALIFICATIONS**

### **Labor and Employee Relations Officer:**

Bachelor's degree and five (5) years of directly related labor and employee relations experience, with two (2) years of experience as lead negotiator. Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Juris Doctor and two (2) years of experience in a legal setting performing employee relations investigations and/or labor contract negotiations.

OR

Two years as a Senior Human Resources Analyst with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of a Senior Human Resources Analyst in a California state government entity.

**Desirable Qualifications**

- Active Membership in the State Bar of California.
- The successful candidate will be highly motivated, and possess excellent interpersonal and communication skills. The individual will have sound judgment, unquestionable integrity, and above average decision-making skills. In addition, he or she will display strong leadership and team building abilities. Finally, the individual will be able to satisfy clients by correctly balancing trial court operational needs with the care and welfare of trial court employees.

**QUALIFICATIONS**

**2. Senior Human Resources Analyst**

Knowledge of:

- Basic supervisory principles and practices.
- Principles, practices, and practical application of personnel management programs.
- Employment laws, rules, and regulations.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques of preparing effective oral presentations and written materials.

Ability to:

- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Interpret, explain, and apply requirements related to employment law and HR policies and programs.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise analytical reports, correspondence, and other written materials.
- Compile, analyze, and summarize information and data.
- Analyze and resolve varied operational problems and policy issues.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Operate personal computers and use specified computer applications, such as word processing.

**MINIMUM QUALIFICATIONS**

**Senior Human Resources Analyst:**

Bachelor's degree, and five (5) years of professional, exempt-level human resources experience developing, managing or administering human resources programs or functions. Additional directly related experience and/or education may be substituted on a year-for-year basis. Possession of a Bachelor's degree in a directly related field such as human resources, organizational development, etc. may be substituted for one of the years of required experience.

OR

Two years as a Human Resources Analyst for the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of a Human Resources Analyst in a California state government entity.

**Desirable Qualifications**

The successful candidate will have excellent interpersonal and communication skills. The individual will have sound judgment and display initiative, while performing difficult and complex human resources work. The individual must be able to quickly collect and evaluate data, and draw appropriate conclusions from that data, formulating recommendations to professionals and administration leaders

based on those conclusions. Importantly, the candidate should possess the ability to project consequences of recommendations. Finally, the successful candidate will be comfortable training and providing recommendations to other professional, technical and paraprofessional staff.

## **QUALIFICATIONS**

### **3. Human Resources Analyst**

#### **KNOWLEDGE OF**

- Applicable federal, state, and local employment laws and regulations; - Modern human resource systems, principles, practices, and concepts;
- Business acumen;
- Organizational design concepts, functions, and roles;
- Project management principles
- Principles and applications of critical thinking and analysis;
- Best practices and emerging technology;
- Problem-solving;
- Initiative and independent judgment
- Disability wage replacement benefits and how they apply to federal and state leave entitlements, as assigned;
- Classification and compensation principles, methods, and practices, as assigned;
- Business math concepts;
- Proper English grammar, punctuation, and spelling;
- Time, attendance, and leave policies, as assigned;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

#### **SKILL IN**

- Understanding, interpreting, applying and explaining human resource rules and procedures;
- Providing project management, organization, and logistics;
- Monitoring deadlines, status, and compliance;
- Coordinating deadlines and prioritizing competing demands;
- Exercising initiative and independent judgment within policy and legal frameworks;
- Monitoring and researching industry trends, solutions, and best practices;
- Gathering data, analyzing findings, and applying logic and reason;
- Interpreting, monitoring, and reporting information and statistics;
- Authoring reports and documents;
- Compiling, sorting, and articulating issues and substantiating recommendations and the impacts thereof;
- Exercising tact and diplomacy;
- Maintaining confidentiality;
- Providing customer service;
- Collaborating effectively with others;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

## **MINIMUM QUALIFICATIONS**

### **Human Resources Analyst**

Bachelor's degree and three (3) years of professional, exempt-level human resources experience. Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Two years as an Associate Human Resources Analyst with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Human Resources Analyst in a California state government entity.

### Desirable Qualifications

- Labor and Employment Relations Experience
- Experience in working with unions
- Experience developing and delivering staff trainings and presentations
- Strong communication skills
- Strong writing skills
- Proficient in Microsoft Office (Excel, Word, PowerPoint)

### Other Information

#### WORKING CONDITION

In the Senior HR Analyst and Labor & Employee Relations Officer roles, the successful candidate will be required to work occasional weekend and evening hours. Due to the nature of the position assisting trial courts throughout the state, the successful candidate must be able to travel statewide as required by the position.

The Labor and Employee Relations Officer, during collective bargaining season, may spend up to 60% of the time traveling. The travels are mostly during the late summer and fall month of the calendar year.

### Other Information

Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

### HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **Friday, March 23, 2018**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, please visit our website at <http://www.courts.ca.gov/careers>.

To obtain a printed application, please download a copy from the careers section on our website at [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers) and under the Special Access section, click on the Employment Application link.

OR

Request a paper application by visiting us at:  
Judicial Council of California  
Human Resources  
455 Golden Gate Avenue, 5th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

Please refer to "Labor & Employee Relations Officer, Job Opening #4649" on your application materials and all correspondence.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260.

### PAYMENT & BENEFITS

#### Labor and Employee Relations Officer

Salary range is \$6,992 - \$10,488 per month\*

\*Starting salary will be \$6,992 per month

#### Senior Human Resources Analyst

Salary range is \$6,524 - \$9,786 per month\*

\*Starting salary will be \$6,524 per month

### **Human Resources Analyst**

Salary range is \$6,173 - \$9,259 per month\*

\*Starting salary will be \$6,173 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

## Supplemental Questions

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. For each functional area listed below, please identify your level of proficiency as none, some, fully experienced, or expert. Please indicate for which employer you performed these functions.

	None	Some	Moderate	Expert
a. Resolving grievances For employer: _____	[ ]	[ ]	[ ]	[ ]
b. Developing negotiating strategies For employer: _____	[ ]	[ ]	[ ]	[ ]
c. Negotiating labor agreements For employer: _____	[ ]	[ ]	[ ]	[ ]
d. Complaint investigation For employer: _____	[ ]	[ ]	[ ]	[ ]
e. Providing training in labor relations For employer: _____	[ ]	[ ]	[ ]	[ ]
f. Providing advice on discipline/performance management issues For employer: _____	[ ]	[ ]	[ ]	[ ]
g. Performing public sector labor relations For employer: _____	[ ]	[ ]	[ ]	[ ]
h. Developing trainings for a management audience. For employer: _____	[ ]	[ ]	[ ]	[ ]
i. Delivering trainings for a management or non-management audience. For employer: _____	[ ]	[ ]	[ ]	[ ]

2. For each area identified above as fully experienced or expert, please describe your most complex work relative to that area. Please include information about your level of responsibility and authority in decision-making.

3. Would you like to be considered for either the Labor Employee Relations Officer I, the Senior Human Resources Analyst, or the Human Resources Analyst positions (or all three positions)?