

**HUMAN RESOURCES DIRECTOR
KENTUCKY ADMINISTRATIVE OFFICE OF THE COURTS
KENTUCKY JUDICIAL BRANCH**

One of the most innovative unified court systems in the country is seeking a director to oversee its Human Resources (HR) department. This is an excellent opportunity to guide Kentucky's Judicial Branch in the future by implementing forward thinking policies and procedures and moving an already successful agency to a new level.

The Administrative Office of the Courts (AOC) supports the activities of 3,800 court system employees, including the elected justices, judges and circuit court clerks, and executes the Judicial Branches' \$300 million annual budget. The agency develops and implements administrative policies and provides support services for the Kentucky Court of Justice, which has earned a national reputation for many of its initiatives, including Family Court, Drug Court, judicial facilities, judicial education and pretrial services.

The director of Human Resources reports to the Director's Office of the AOC. They are responsible for implementing HR policies and programs and managing all aspects of employee relations and development. They will manage staffing and recruiting, organizational development, performance management, training, compensation and benefits administration, compliance training (OSHA, ADA, FMLA). Must also be knowledgeable of all applicable state and federal laws that can impact a human resources department.

The state capital of Frankfort is located in the heart of the beautiful Kentucky bluegrass and is easily accessible from Lexington, Louisville and Cincinnati. We invite you to consider this challenging opportunity and apply today.

Duties and Challenges.

The HR Director will be responsible for:

- Annually reviews and makes recommendations to the AOC Director's Office on improving organization policies, procedures, and practices, on personnel matters.
- Conducts job analysis, prepares and/or generates job descriptions, aids in recruitment efforts. Analyses recruiting efforts.
- Coordinates selection guidelines and training activities regarding the selection of employees. Oversees AOC class and compensation procedure.
- Responsible for following policy and procedure regarding pay.
- Evaluates job candidates and recommends salary rates based on established pay practices.
- Developing curriculum and delivery of HR training for all levels of the organization.

- Works directly with departmental management, and elected officials, to assist them in carrying out their responsibilities on personnel matters.
- Team facilitation and participation in business process re-engineering and process innovation, aids change management activities and strategic planning efforts.
- Develops, directs, and maintains comprehensive human resources programs in: onboarding, policy implementation, compliance with State/Federal Laws; diversity initiatives; benefit administration; employee relations and conflict resolution.
- Responsible for personnel policy interpretation, and disciplinary action review.
- Responsible for maintaining the employee grievance process, fielding employee grievances, investigation of claims and responding to claimants.
- Maintains knowledge of industry trends, employment legislation and ensures AOC compliance. Supervises the staff of the HR department. Interacts and communicates with various groups and individuals such as Justices, Judges, Executive Branch Department of Personnel, Legislators, Justice and Public Safety Representatives, National Associations, Committee Representatives and the Public.
- Participates on committees and special projects as needed.
- Other duties as assigned.

Qualifications. Bachelor's degree required, master's degree preferred. Ten years of human resource experience with a minimum of five years direct management level experience in a human resources department with a minimum of twelve employees.

Job Summary

Location: 1001 Vandalay Drive, Frankfort, Ky.

Industry: Government Agency

Education: Bachelor's degree required, master's degree preferred

Experience: At least ten years of human resource experience with five years of direct management of human resources department, managing a minimum of twelve employees.

Compensation: \$85,000 annually

State Benefits

- Vacation and sick time
- 12 state-paid holidays
- State-paid life insurance (\$20,000 value)
- Optional flexible spending accounts for medical and day-care expenses
- State retirement plan
- Retirement investment opportunities

- Paycheck direct deposit
- Optional payroll deduction for insurance premiums

All Court of Justice Applications must be submitted online at <http://courts.ky.gov> by close of business March 9, 2018 to be considered.

If you have any questions, please contact:

Department of Human Resources
Administrative Office of the Courts
1001 Vandalay Drive
Frankfort, KY 40601

For more information please contact by email:

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More information on AOC

www.courts.ky.gov