



COUNTY OF ORANGE SUPERIOR COURT

Announcing an Exciting
Employment Opportunity for
Chief Human Resources Officer



Recruiting Services Provided by
Koff & Associates

The Court

Orange County Superior Court is a forward-thinking, cutting edge organization with a highly supportive and collaborative executive team.

Our staff play a critical role in the mission of the Court: serving the public by administering justice and resolving disputes under the law, thereby protecting the rights and liberties guaranteed by the constitutions of California and of the United States.

Our work environment is one of open doors, free communication, innovation, and teamwork.

Orange County Superior Court is one of the largest state trial courts in the country with 135 judicial officers and over 1,500 employees in eight locations. The Court's annual budget, which comes from the State of California in the form of a lump sum budget, averages slightly more than \$200 million. In recent years, the Court has mitigated the impact of budget cuts by reengineering its business processes and leveraging technology, thus allowing the Court to work smarter while also better serving the public.



The Court is a stand-alone branch of government in terms of fiscal operations, as the Presiding Judge has authority for all expenditures of Court funds. However, the Court utilizes the County of Orange's payroll and benefits systems for administering salaries and employee benefits.

The Chief Human Resources Officer Position

The executive team is looking for a Chief Human Resources Officer (CHRO) who is highly motivated, technically proficient and an effective team member. Under the direction of the Court Executive Officer, the Chief Human Resources Officer is responsible for planning, organizing, directing and coordinating a wide range of human resource functions including staffing, classification, compensation, labor and employee relations, benefits, disability management, workers' compensation, HR information management, training, and organizational development.

Key responsibilities include the following:

- Planning, organizing, directing, and coordinating the full range of human resources functions while advising Court managers and supervisors regarding compliance with employment laws, policies, procedures, collective bargaining agreements and related items.
- Representing the Court in negotiations with employee organizations; developing and preparing the Court's bargaining position for contract negotiations; assisting in the development of responses to unfair labor practice charges, arbitrations and discrimination complaints.
- Developing, maintaining, and overseeing enforcement of human resources and related administrative policies and procedures; working with judges and Court managers to determine policies and procedures that effectively serve the organization.
- Administering human resources functions including records, budget and performance management.
- Selecting, training, evaluating, and supervising human resources staff.
- Performing and supervising sensitive staff work for the Presiding Judge and Court Executive Officer; assisting executive management in the development and implementation of organizational strategies.



Required Education and Experience

- ❖ A Bachelor's Degree, or equivalent, from an accredited four-year college or university with major coursework in public administration, human resources, business administration, law or related field. A Master's Degree in one of the above fields or a Juris Doctorate is desirable.
- ❖ At least five years of progressively responsible human resources experience with responsibility for managing a functional area within Human Resources or providing professional consultation and advice on complex human resources issues in the public and/or private sector; public sector experience is preferred. Significant experience in employee and labor relations is desirable.

Required Knowledge and Abilities

Knowledge of principles, procedures and methods used in public human resources administration; local, state and federal laws pertaining to Human Resources; labor relations and the collective bargaining process; employee relations and discipline administration; workers' compensation, disability management and benefits administration; techniques of position classification; salary and compensation administration; selection procedures and sound assessment principles; organizational development concepts; and leadership principles and practices.

Ability to communicate effectively; demonstrate political awareness, diplomacy and decisiveness; effectively manage multiple human resources programs; anticipate problems; think strategically; devise, develop and explain several alternative solutions to problems; assess and balance competing interests; negotiate and influence others; understand and promote diversity; prepare written and oral presentations; maintain the confidence and cooperation of Court officials, employees and the public; collect, interpret and evaluate a variety of narrative and statistical data; perform research; create procedures, correspondence and narrative and statistical data; exercise discretion and independent judgment; and stay current in the field of Human Resources and judicial administration.

The Ideal Candidate

The ideal candidate possesses deep knowledge in one or more areas of human resources and related laws. The ideal candidate has a track record of successfully establishing and maintaining collaborative relationships with a range of individuals, demonstrated ability to work effectively as a team member and experience developing and motivating subordinates. The ideal candidate will be adept at labor and employee relations and possess the ability to build trust, balance competing interests and influence others. The ideal candidate will not only understand and anticipate potential problems, but think strategically and devise, develop and explain alternative solutions to problems.

The ideal candidate is an articulate and effective communicator able to present information in a clear, concise manner. The ideal candidate is also a diplomatic, politically aware leader who takes initiative and can make difficult decisions while leaving those involved feeling heard and respected.

Compensation and Benefits

This position is compensated commensurate with candidate qualifications. Additional benefits include:

Retirement

The successful candidate will be enrolled in a defined benefit retirement plan referred to as Plan T (1.62% at 65 formula), unless certain conditions are met, which allow for reciprocity between retirement systems. Please see www.ocers.org for details.

Social Security

The Court does not pay into Social Security.

Insurance Plans

Medical, dental, vision, EAP, life, accidental death and dismemberment, and short and long term disability insurance are provided by the Court (employees contribute toward health and vision insurance).

Optional Benefit Plan (OBP)

The Court provides \$4,500 per calendar year (prorated for new employees) which can be received as cash (taxable) or allocated to several benefits.

Leave

The Court provides vacation accruals and sick leave based on years of service.

Holidays

There are thirteen (13) paid holidays annually.

Deferred Compensation Plans

Optional deferred compensation 457 & Roth 457 Deferred Contribution Plans are available.

Educational Reimbursement

The Court reimburses up to \$3,500 per year for approved courses, subject to availability of funds.

Important Application Information

To apply for this opportunity, please submit a cover letter, resume, and signed application by email to infokoff@koffassociates.com. Please visit Koff & Associates' website at www.koffassociates.com to

download an Agency application. As an alternative, you can mail the completed application materials to Koff & Associates, 2835 7th Street, Berkeley, CA 94710. If you have any questions, or if you need a reasonable accommodation in the selection process because of a disability, please contact Barbara Davis at 925.817.7728.

The deadline to apply is January 6, 2017.

The Orange County Superior Court is an Equal Opportunity Employer.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change



What Employees Say About Working at the Court

My job energizes me. By helping Court employees achieve their career and educational goals, I am given the opportunity to make a difference in people's lives.

-B. Whalen

The best part of my job here at the Superior Court of Orange County is the wonderful working relationship I have with my colleagues. Not everyone is fortunate enough to be able to call their work their second home. I consider myself very fortunate to be a part of such a great organization.

-C. Coombes

I love the variety that my job offers. Every day is different and I get to interact with many different people. I'm always learning from great people.

-A. Cortez