

	<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: <b>DEPUTY HUMAN RESOURCES ADMINISTRATOR</b>		ESTABLISHED DATE: August 2022
PAY GRADE:  <b>GPP - Q</b>	TOTAL HAY EVALUATION POINTS:  <b>634</b>	POSITION STATUS:  [X] Classified [ ] Unclassified [X] FT [ ]PT
FLSA CATEGORY: [X] Exempt [ ] Non-Exempt		EEO CATEGORY: Professionals
REPORTS TO: Human Resources Administrator		APPROVED BY: <i>Kristina L. Baird</i> KRISTINA L. BAIRD, Administrator of the Courts

**NATURE OF WORK:**

This position assists the Human Resources Administrator in the overall administration of the Judiciary's Human Resources operations which includes the planning, coordination and development of human resource strategy, specifically in the areas of recruitment and selection, classification, succession planning, talent management, policy development, benefits, organizational and performance management, training and development, and compensation.

An employee in this class assumes the functions and responsibilities of the Human Resources Administrator in his/her absence.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Plans, organizes, directs, and manages the daily operations of a comprehensive human resource program including recruitment, selection, succession planning, classification, compensation, career development, personnel records, benefits administration, and worker's compensation.

Supervises and directs the activities of the Human Resources staff; evaluates employee performance and monitors productivity levels; identifies and resolves personnel issues.

Trains, mentors, and motivates staff in human resources management, personnel policies and procedures and communicates changes in processes, rules and systems.

Proposes, develops, communicates, and evaluates policies and procedures to enhance productivity and effectiveness for the division; and oversees administrative and training opportunities.

Assists the Human Resources Administrator in managing the division's budget and annual spending plan; and submits recommendations relative to salary, employee benefits, and staffing.

Tracks daily attendance and approves leave requests and time sheets; serves on the interview panel and submits recruitment recommendations.

Performs the duties of the Human Resources Administrator in his/her absence.

Develops and implements personnel policy and management improvement programs; drafts manuals and other guide materials; maintains salaries, grades, and adjustments related thereto for all court employees; prepares organizational and functional charts, graphs, tables, summaries, and narrative reports regarding matters such as recruitment, and training.

Consults with and advises judicial officers, management and supervisors of their human resources responsibilities and the application of court personnel policies, standards, and procedures, performance development and reviews, disciplinary matters and personnel issues.

Assists in formulating human resources program plans and justifications; recommends organizational, operational, and legal changes; and recommends further study.

Acts as liaison in regards to compensation, personnel practices and procedures, and trends in human resources administration.

Responsible for the overall management and coordination of the Judiciary's Human Resources automated system.

Oversees, constructs, validates and analyzes oral and written examinations; ensures compliance with federal and local employment regulations.

Oversees and conducts division or individual desk audits relative to classification actions requested; conducts salary surveys, classification studies and projects.

Assists the Human Resources Administrator in planning, developing and conducting court-wide studies directed toward improving the quality and services of human resources management programs, including but not limited to, those involving performance evaluations, staff development, employee assistance, employee suggestion programs, and career advancement.

Recommends operating policy and procedural improvements; coordinates the resolution of specific policy/rule related and procedural problems and inquiries.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Perform other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of principles and practices of public sector administration, supervision and management.

Knowledge of management and supervisory principles and practices.

Knowledge of procedures for recruitment, selection, training, compensation, benefits, labor relations and negotiation, and personnel information systems.

Knowledge of management principles involved in strategic planning, resource allocation, human resources modeling and coordination of people and resources.

Knowledge of principles, functions and practices of public personnel administration.

Knowledge of methods and techniques of position classification and compensation.

Knowledge of federal and local legislation with respect to personnel administration.

Ability to interpret, explain and enforce department policies and procedures.

Ability to manage and administer a public personnel services program.

Ability to develop and install methods and procedures for improving, maintaining, and facilitating personnel processes.

Ability to apply, interpret complex personnel laws, rules, and regulations and other appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in rules and regulations, policies, and procedures.

Ability to organize and supervise a unit of employees.

Ability to prepare comprehensive reports.

Ability to maintain confidentiality of information

Ability to recognize and resolve problems of a sensitive nature.

Ability to work and communicate effectively, both orally and in writing, with the public, government officials, Judiciary employees and network agencies.

Skills in analyzing and applying relevant policies and procedures.

Skills in independently establishing priorities and meeting deadlines under pressure.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- A. Graduation from a recognized college or university with a Bachelor's degree in Human Resources, Psychology, Business Administration, Public Administration, or closely related field; plus five (5) years of professional experience in human resources management, employment law, classification and compensation, employee recruitment, training, automated database systems and reports, budget, payroll and benefits, inclusive of two (2) years of supervisory experience; or

- B. Graduation from a recognized college or university with an Associate's degree in Human Resources, Psychology, Business Administration, Public Administration, or closely related field; plus six (6) years and six (6) months of professional experience in human resources management, employment law, classification and compensation, employee recruitment, training, automated database systems and reports, budget, payroll and benefits, inclusive of two (2) years of supervisory experience; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.