

HUMAN RESOURCES COORDINATOR



King County District Court

Where is KCDC located?

King County District Court has ten courthouse and jail locations throughout the County.

KCDC Profile:

KCDC is the largest and most technologically advanced court of limited jurisdiction in the State of Washington and is currently responsible for processing approximately a quarter of a million matters per year. The Court is a leader in many areas involving public safety and access to justice, including the use of problem solving courts, jail alternative programs and judge managed probation services. Thirteen cities contract with King County for judicial services that are provided by KCDC.

The mission of the KCDC is to serve the public by:

- Providing an accessible forum for the fair, efficient, and understandable resolution of civil and criminal cases; and
- Maintaining an atmosphere of respect for the dignity of all individuals.

The Court is administered by the Chief Administrative Officer and a Leadership Team that is committed to excellence. KCDC takes pride in providing quality public service in a cost-effective and efficient manner.

- POSITION:** Human Resources Coordinator
- SALARY:** Non-Union, FLSA exempt, Salary Range 57 \$54,765 to \$69,680 per year DOQ
- LOCATION:** Office of the Presiding Judge, King County Courthouse, Seattle, Washington
- OPENS:** August 13, 2008
- CLOSES:** September 12, 2008 at 4:30 p.m.

Scope of Responsibility:

Primary responsibilities include managing new hire process, protected leaves, maintaining employee files/databases for payroll and reporting processes, FMLA/KCFML administration, proactively implementing process improvements, responding to time-keeping system inquiries, assisting with training, serving as the Court's project manager on various Court and County Committees including HR Forum, Charitable Giving Campaign, Healthy Workplace Funding Initiative, Flu Shots, Accountable Business Transformation (ABT), Take Your Children to Work and KCDC Health and Safety Committee. Additional duties include assisting the Director of Human Resources with various personnel-related responsibilities.

Reports to the Director of Human Resources or designee within the Office of the Presiding Judge in the King County Courthouse or other location as assigned.

Work is performed at a professional level with the expectation of independent judgment and decision-making as directed by the Director of Human Resources, his or her designee, or other executive level staff.

Expected to demonstrate appropriate judgment, role modeling and technical expertise.

Essential Functions:

- Assists in maintaining effective working relationships with the Judges, staff, criminal justice agencies, other county agencies and the public.
- Assists with the development of new projects and serves on committees as required.
- Coordinates all aspects of hiring, discipline and termination processes.

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Human Resources Services Profile

Human Resource Services is centered in the Office of the Presiding Judge, led by the Director of Human Resources and includes the following:

- Human Resources Manager
- Human Resources Coordinator
- Confidential Administrative Assistant

District Court has over 250 employees and is a union environment.

Benefits:

- Full King County benefits including medical, dental, vision, life and long-term disability insurance
- Vacation leave
- Sick leave
- Ten paid holidays per year
- Two paid floating holidays per year
- State retirement plan
- Deferred compensation program

- Assist with responding to complex issues, questions, sensitive and confidential matters.
- Assists with workload distribution and assigns specific tasks to subordinate employees.
- Conducts meetings as required.
- Supervises and evaluates subordinate staff.
- Conducts and coordinates New Employee Orientation.
- Acts as liaison to other county human resources departments.
- Assists HR Director with personnel matters including, but not limited to hiring, leaves of absences, investigations, union relations, contract interpretation issues, benefits, grievances, corrective action and disciplinary matters.
- Assists with the development and refinement of policies and procedures related to general work rules, safety, ADA, FMLA, KCFML and other HR matters
- Assists with development and maintenance of KCDC emergency response manuals.
- Leads and participates on various committees, task forces and work groups as needed to develop recommendations and implementation strategies for human resources policies, practices and procedures.
- Assists with KCDC training program and serves as taxonomist.
- Designs forms as required.
- Prepares reports as requested.
- Is able to maintain regular attendance at assigned work sites.
- Assists the Payroll and Interpreter SME as needed.
- Assumes responsibilities of Director of Human Resources in his or her absence as needed.
- Performs other duties as needed.

Knowledge, Skills and Abilities:

- Knowledge of human resources management principles, local, state and federal laws, rules and regulations in areas relating to human resource management and labor/employee relations.
- Knowledge of policies, procedures and laws pertaining to the operation of the King County District Court.
- Ability to research and investigate issues, to develop and conduct training, and deliver effective presentations; to report on issues and problems; to draft correspondence, reports, manuals and training materials to clearly communicate technical subjects to a diverse audience
- Ability to effectively organize and manage multiple projects and to respond quickly to changing priorities
- Strong attention to detail skills
- Ability to maintain a high level of confidentiality
- Ability to plan, coordinate and improve the work of Human Resource services.
- Ability to motivate subordinate employees.

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Where to Apply:

Submit materials by e-mail, hand delivery or postal service to:

Karen L. Tall
Director of Human Resources
King County District Court
Office of the Presiding Judge
W1034 King County Courthouse
516 Third Avenue
Seattle, WA 98104

e-mail:

kcdc.humanresources@kingcounty.gov

KCDC is not responsible for incomplete e-mail transmissions. Applications that do not contain all materials requested will not be processed. Applications must be received by 4:30 p.m. on the closing date. **Postmarks are not accepted.**

- Ability to identify needs, develop long-range plans and to evaluate the results.
- Ability to clearly express ideas and recommendations orally and in writing.
- Possess prior HR Generalist experience
- Possess a broad base of knowledge and extensive experience with software and personal computer applications.
- Ability to establish and maintain effective working relations with colleagues at the same or higher level, subordinates, union officials, other Court and County employees, as well as persons in other organizations, departments, agencies, and the public.
- Knowledge and ability to manage in a union environment.
- Possess strong organization skills, team building skills and be an agent of change
- Demonstrated commitment to collaborative team work.
- Ability to be effective in group settings either as a facilitator or as a participant.
- Ability to work independently under pressure.

Qualifications:

Must have a bachelor's degree in human resources management, business administration, social sciences or related field and:

- Two years of progressively responsible professional human resources management experience, including one in a supervisory position (may be included in the above two years)
- Outstanding analytical, critical thinking and problem-solving skills
- Excellent oral and written communication skills
- Knowledge of employment laws
- Ability to lead and manage change, and
- Valid Washington State Driver's license.

OR any combination of education and experience which provides appropriate knowledge, skills and abilities.

Preferred Qualifications:

- Juris Doctor (J.D.) degree
- Knowledge of court operations and structure and/or public sector human resources experience
- SPHR/PHR certification

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To be Considered for this Position, Please Submit:

- Letter of interest describing how you meet or exceed the minimum qualifications (no more than two pages);
- A chronological resume; and
- A KCDC application form. The application form is available in two formats: Adobe Acrobat <http://www.metrokc.gov/kcdc/jobapp.pdf> or Microsoft Word <http://www.metrokc.gov/kcdc/jobapp.doc>