

Open     X      
Promotional     X      
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**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: August 26, 2019

Location of Employment: **Office of Judicial Administration**  
Kansas Judicial Center  
301 W. 10<sup>th</sup> St., Room 337  
Topeka, KS 66612

Classification and Grade: **Human Resource Director**  
Grade 54 Step A \$77,187  
or as provided by Kansas Court Personnel Rule 4.10

Nature of Work: This is responsible executive, administrative, and supervisory work in planning, developing, implementing, operating, and evaluating the judicial branch personnel system.

Work involves overseeing and directing the judicial branch personnel system. A person in this classification supervises professional staff and may give direction to other staff whose work supports the operation of the personnel system. Work is performed independently within generally defined policies and procedures and is reviewed by the deputy judicial administrator.

Distinguishing Characteristics: The human resource director is a member of the executive staff of the Office of Judicial Administration. The director supervises and directs the work of the personnel manager, and may assign work to other employees in the Office of Judicial Administration. The director works collaboratively with the payroll and benefits group to develop and implement pay and other initiatives. The director works on projects having branchwide impact, such as recommending revisions of the Kansas Court Personnel Rules to the Supreme Court.

Examples of Work Performed: Position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.

Directs, administers, supervises, assigns, and evaluates the work of the personnel manager and other employees involved in developing, planning, coordinating, and monitoring the judicial branch personnel program.

Handles complex personnel problems.

Develops and implements personnel policy and programs.

Presents complex oral and written reports on personnel operations and policy development, as required.

Recommends classification systems, compensations systems, and personnel rules and policies affecting all court employees.

Presents oral and written justifications on personnel budgetary items before the Supreme Court, the judicial administrator, the chief fiscal officer, and legislative committees as required.

Interprets and presents training on Supreme Court policy, rules, and federal and state laws and regulations concerning personnel and administrative practices to judges, court administrators, supervisors, and employees.

Researches and develops methods and techniques for use in personnel administration.

Staffs various judicial branch projects and committees.

Required Education and Experience: Bachelor's degree in judicial administration, business administration, public administration, personnel management, or a similar degree in a related field and ten years' experience in personnel administration, management analysis, or a related field, or any equivalent combination of education and experience which provides the following knowledge, abilities, and skills. Law degree or other advanced degree preferred.

#### Knowledge, Skills, and Abilities

Thorough knowledge of personnel and management principles and techniques and their practical application.

Extensive knowledge of and experience with applying federal and state laws and regulations concerning employment.

Knowledge of position classification systems and personnel evaluation rating techniques and procedures.

Considerable knowledge of the principles and methods of administration and supervision.

Ability to effectively and professionally communicate orally and in writing in English to diverse audiences, and to produce concise, clear, error-free documents and reports.

Proficiency in operating a personal computer and using, or being able to learn, basic computer applications, including word processing, calendars, spreadsheets, and email.

Excellent interpersonal skills including the ability to develop and maintain effective working relationships with judges, other officials, employees, outside agencies, businesses, and the general public.

Knowledge of the Kansas Judicial Branch operations, including the appellate and district courts.

Ability to supervise staff, develop and implement policies and procedures, and resolve or

recommend solutions to complex problems and situations.

Ability to conceive, communicate, and implement innovative approaches to solve problems and meet objectives.

Ability to recognize the need for change and respond flexibly to changing demands, propose solutions, and ensure that solutions are implemented.

Ability to organize and lead meetings of employees, judges, and others, and to make oral presentations before judges, other officials, employees, and others.

Strong analytical and organizational skills and the ability to function at a high level within a complex organization.

Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high pressure atmosphere under severe time constraints.

Ability to handle sensitive and confidential information.

Preferred Experience: Knowledge of the Kansas Judicial Branch and change management experience is preferred.

Send cover letter, resume, Judicial Branch application and four or fewer page writing sample to:

Nancy Pressgrove  
Office of Judicial Administration  
Kansas Judicial Center  
301 W 10<sup>th</sup>, Room 337  
Topeka, KS 66612

Email to:

[pressgroven@kscourts.org](mailto:pressgroven@kscourts.org)

Judicial Branch Application:

<http://www.kscourts.org/pdf/application.pdf>

Application Deadline:

Begin considering applications September 9, 2019

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. Please contact Elizabeth Reimer at (785) 296-5309 or by TTY at Judicial Center at (800) 766-3777.

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**