

Open       X        
Promotional       X        
Transfer       X      

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: March 10, 2020

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: **Personnel Manager**  
Grade 45 Step A \$61,953 annual  
or as provided by Kansas Court Personnel Rule 4.10

Under the general supervision of the director of personnel, manages and administers personnel programs and projects for the Kansas Judicial Branch. Assists in developing and implementing personnel policies and procedures. The personnel manager exercises independent judgment while assisting the director of personnel in the overall management of the judicial branch's personnel programs. The position may also serve as acting director of personnel in the director's absence.

Job Duties:

- Works closely with the director of personnel on strategy and development.
- Reviews and evaluates policies, practices, structure, functions, programs, and resources and makes recommendations for improvement.
- Works with the general counsel and staff attorneys to advise judges, supervisors, and administrative personnel regarding the proper application of federal and state laws, rules, and policies related to specific employee situations; and to identify and draft new policies and procedures.
- Coordinates the implementation of new policies and procedures with the various courts and judicial branch offices.
- Works with the director of personnel and chief financial officer in making recommendations about the judicial branch pay system.
- Conducts employment investigations and judicial and manager training.
- Correctly uses the English language to produce clear, accurate documents, including rules, memos, policies, and other communications.
- May chair and participate on a variety of committees, as necessary. Gathers input from appropriate field personnel and staff.
- Prepares reports, schedules, forms, procedures and directives based upon research and evaluation of issues and problems.
- Analyzes proposed legislation, judicial processes, and procedures for possible impact on the Kansas judicial branch.
- Maintains regular attendance at the workplace according to an established schedule and attends meetings and trainings as required. Handles interactions with others appropriately and works well in a team.

Required Education and Experience:

Graduation from an accredited college or university with a bachelor's degree and three years of experience in human resources or employment law. Law degree may be substituted for one year of experience.

Preferred Experience:

Specialized training in employment law, compensation, organizational planning, organization development, and employee relations preferred.

Send Applications to:

Allyson Christman  
301 W 10<sup>th</sup>, Room 337  
Topeka, Kansas 66612-1507  
e-mail applications to [masiase@kscourts.org](mailto:masiase@kscourts.org)

Judicial Branch Application:

<https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

Application Deadline:

Begin considering applications on March 17, 2020

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**