

MINNESOTA JUDICIAL BRANCH	
HUMAN RESOURCES DIRECTOR	
DEPARTMENT/LOCATION State Court Administration Minnesota Judicial Center St. Paul, MN	HOURS OF WORK Full-time Monday through Friday

DESCRIPTION:

The Minnesota Judicial Branch is seeking a highly responsible Human Resources Director to lead the Human Resources function for the state court system. The Director provides leadership, guidance, and direction on implementation of human resources initiatives in order to carry out the strategic priorities of the Minnesota Judicial Branch. The Human Resources Director reports to the Deputy State Court Administrator and works closely with the State Court Administrator, SCAO directors, district administrators, and judges to achieve the Judicial Branch strategies and priorities.

RESPONSIBILITIES:

- Oversee and direct human resources programs for the Minnesota State Court System.
- Direct and manage the work of human resources staff in order to carry out the strategic initiatives of the division.
- Lead and facilitate the activities of the statewide HR Management Team. Plan meetings; organize retreats, conference and developmental activities for the group.
- Provide high-level management advice to judges, district administrators, State Court Administrator, division directors, HR managers, division managers and staff.
- Manage the administrative functions of the division including budget development.
- Direct communication efforts relating to human resources initiatives, policies and procedures.
- Serve as a member of the State Court Administrator’s Directors Team, JAD, and state-wide task forces, committees, and work groups.

QUALIFICATIONS:

- Bachelor’s degree in personnel management or related field.
- Minimum 10 years professional HR experience, including management experience.
- Extensive knowledge of human resources management including recruitment, selection, job evaluation, classification and compensation.
- Considerable experience in negotiation and/or administration of collective bargaining agreements.
- Thorough knowledge of state and federal employment and labor laws and regulations.
- Ability to work effectively with judges, managers, supervisors, employee representatives, employees, and the general public.
- Ability to analyze and resolve conflicts effectively.
- Ability to lead statewide initiatives and provide HR leadership to staff in district offices.
- Excellent project management skills.
- Excellent oral and written communication skills.
- Ability to supervise others effectively.

Minnesota Judicial Branch – Human Resources Director

PREFERRED QUALIFICATIONS:

- A Master's degree in Human Resources, Industrial Relations, or Public Administration.
- Public sector human resources or labor relations experience.

SALARY RANGE & BENEFITS:

Salary range: \$76,985 - \$119,329 annually; \$36.87 - \$57.15 hourly. Starting salary DOQ.
Excellent State of MN benefits package. For benefit information visit www.doer.state.mn.us

APPLICATION DEADLINE: Open until filled.

TO APPLY: Please submit your resume and cover letter to: sara.kujawski@courts.state.mn.us

**Minnesota Judicial Branch
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