

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Supervisor of Resource Development and Relations
CLASSIFICATION/ SALARY RANGE:	Unclassified/ Exempt \$65,000 - \$75,000
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Pre-Employment Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted: Posting open until position filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

POSITION TITLE:	Supervisor of Resource Development and Relations	GRADE:	35
DEPARTMENT:	General Division	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Director of Offender Services	PAGE:	1 of 4

POSITION SUMMARY:

Under the direction of the Director of Offender Services, oversees the policies, procedures, and programs of the Adult Probation Department and Pretrial Services Department, developing and improving programs related to employee morale and satisfaction, quality assurance, training, community resource development, data collection and analysis. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

SUPERVISORY RESPONSIBILITIES:

- Supervises and directs the development of in-service employee training and recruitment.
- Develops and maintains policies and procedures including evidence based practices within community corrections and ensures compliance.
- Conducts performance evaluations that are timely and constructive.
- Conducts quality assurance reviews of Officers.
- Develops community resources and facilitates these resources with employees.
- Develops and maintains Department Data Collection and Analysis Protocols.
- Promotes optimum productivity and employee satisfaction.
- Fosters positive internal and external relations to improve services and efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Leads and facilitates the employee relations program and related functions.

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2. Advises and trains supervisors in best employee relations practices and strategies for managing supervisor problems and employee grievances. Develops further training as needed.
3. Maintains, develops, recommends, and implements program objectives, policies, and procedures.
4. Develops and pursues new goals and objectives for improvement in areas of employee and community relations.
5. Communicates with employees regarding employee relations concerns; provides guidance and recommendations for resolution of issues.
6. Analyzes probation caseloads for compliance with court and department procedures, processes, and requirements.
7. Assists managers and supervisors in understanding and implementing company policies related to performance, discipline, and related topics.
8. Develops, presents, and administers Adult Probation Departmental budget.
9. Performs other related duties as assigned or required.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Education & Related Work Experience: Bachelor's degree in Human Resources, Business, Public Administration, or related field required; a professional degree is preferred. At least five years of related experience preferred, including three years of management experience. Possession of a valid Ohio Driver's License and liability car insurance.

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.

Date Adopted:
Date Revised: 07/21/2021

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- Thorough understanding of human resources and labor relations principles, practices, and procedures.
- Excellent management skills.
- Ability to develop and maintain positive relationships with employees, officials, directors, and other stakeholders.
- Working understanding of statistical concepts and methods of data collection.
- Ability to compile, research, and analyze information.
- Ability to compose and present comprehensive reports.
- Ability to communicate technical information to non-technical users.
- Ability to acquire a thorough understanding of the organizations hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
- Thorough understanding of dispute resolution and compensation administration.
- Ability to remain tactful, calm, and persuasive in controversial and/or confrontational situations.
- Proficient in Microsoft Office Suite or related software.

Physical Ability:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear.

Prolonged periods sitting at a desk and working on a computer.

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The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 15 pounds.

Position Type/Expected Hours of Work: This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Supervisor of Resource Development and Relations Date

Administrative Judge Date