

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Director of Human Resources
CLASSIFICATION/ SALARY RANGE:	Unclassified/ Exempt \$82,617.60 Minimum \$100,131.20 Midpoint \$117,624.00 Maximum
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; Social Media, 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 beginning July 24, 2025. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT **An Equal Opportunity Employer**

POSITION TITLE:	Director of Human Resources	GRADE:	42
DEPARTMENT:	Court Executive Office	CLASSIFICATION:	Unclassified/Exempt
REPORTS TO:	Court Executive Officer	PAGE:	1 of 4

POSITION SUMMARY:

Appointed by and serves all of the judges of the Court and functions under the direction of the Administrative Judge and Court Executive Officer. Manages human resources, personnel actions and discipline. Maintains and enhances the Court's human resources function by planning, implementing and evaluating employee relations and human resources policies, programs, and practices.

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. Administers various human resource policies and procedures for all personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee ethics handbook and the policies and procedures manuals.
2. Maintains compliance with federal, state and local employment and benefits laws and regulations.
3. Assists with personnel actions including hiring, promotion and terminations. Enters and approves personnel actions in Tyler Munis.
4. Responds to employee inquiries and issues; completes correspondence/forms for employees such as employment verifications, PSLF certification, prior services inquiries, etc.
5. Handles payroll, benefits and insurance for general division judges and employees.
6. Assist with employee recruitment and retention.
7. Facilitates or provides training (including new-hire orientation) to the workforce. Assists in identifying training needs and opportunities.
8. Manages and maintains employee performance evaluation program.
9. Maintains and updates position compensation plan. Conducts wage/salary administration activities.
10. Assists with labor relations including negotiating, implementing and ensuring compliance with collective bargaining agreement.

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11. Manages employee discipline process. Assists counsel in pre-disciplinary conferences, attends and testifies at hearings.
12. Addresses employee relations issues such as employee complaints, Union grievances, and other allegations. Conducts internal investigations.
13. Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
14. Represents the Court in any unemployment claims. Maintains and processes all unemployment notices and potential charges in a timely, efficient manner. Attends unemployment hearings when necessary.
15. Keeps management advised of potential issues and recommends/implements solutions as appropriate.
16. Administers Family and Medical Leave in compliance with federal and state laws, including eligibility, certification, designation and tracking of FMLA.
17. Maintains compliance with Americans with Disabilities Act. Engages in interactive process. Assists with identifying and implementing reasonable accommodations.
18. Processes and tracks workplace injuries; provides reports and statistics to the department of Insurance and Risk Management.
19. Serves as substance abuse and EAP coordinator.
20. Participates in administrative staff meetings and attends other meetings and seminars.
21. Supervises HR/Fiscal Support Specialist.
22. Works with other county agencies in the areas of Human Capital Management, Insurance, Risk Management, Benefits and Payroll.

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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:

Required Qualifications: Bachelor's degree in human resource management, business administration or a related discipline (Master's degree or Juris Doctor preferred), plus three (3) years minimum experience with human resource and/or payroll experience, or equivalent combinations of training and experience.

Knowledge, Skills, and Abilities: Previous experience with KRONOS timekeeping system and/or Tyler Munis will be considered a plus.

Requires excellent organizational skills, ability to work on multiple tasks simultaneously and to assign priorities effectively, and the ability to work well both individually and in a team environment.

Requires the ability to communicate effectively, verbally and in writing, to interact effectively with, judges, supervisors, co-workers, and the public.

Requires a high level of competency using Microsoft Word, Outlook, and Excel and the ability to become proficient in managing databases.

Requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

SPECIAL REQUIREMENTS: This position is regularly exposed to sensitive information and the employee is expected to keep any such information strictly confidential.

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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. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 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.

Director of Human Resources

Date

Administrative Judge

Date