



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 02-08-045	OPENING DATE: 02-20-08	Open Until Filled First Screening – 03-21-08	OPEN TO ALL APPLICANTS
POSITION: Director Human Resources Division	TYPE OF APPOINTMENT: Court Executive Service		SALARY: \$126,900 - \$150,000 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Human Resources	LOCATION: 616 H Street, NW		TOUR OF DUTY: Full-time

BRIEF DESCRIPTION OF DUTIES: The Human Resources Director serves as program, policy and technical adviser to the D.C. Courts' judiciary, Executive Officer, Clerks of Court, Division Directors and other operating officials. Plans, develops, coordinates and administers an effective full service human resources program for the Courts. Supervises and directs performance of personnel functions such as: recruitment and placement; workforce management; policy development; employee relations; human resources information management systems; equal employment; and benefits administration. Exercises wide latitude of independent judgment and initiative in developing, executing and directing operations of workforce development, management analysis research, and human capital management programs and systems.

MINIMUM QUALIFICATIONS: A Bachelor's degree in human resource management, business or public administration plus six (6) years of experience in a full range of human resource functions, including at least four (4) years in a supervisory or managerial capacity. An advanced degree in a related field can be substituted for up to two years of required experience. Documentation of education must be submitted with your application. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate candidates' qualifications for the position. All applicants **MUST** respond to each ranking factor on separate sheets of paper. Please describe experience or education which indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Experience with human resources management regulations, policies, and emerging changes in the areas of recruitment and staffing, compensation, classification, employee relations, performance management, benefits, and training and development.
2. Experience in developing short- and long-range strategic and tactical human resources plans, goals, and objectives; preparing, presenting, and justifying short- and long-range budget and staffing requests; and presenting policy and program needs effectively.
3. Experience in human capital management and ability to integrate complex human capital issues (i.e. diversity, skills mix, retention, succession planning, core competency utilization, executive leadership, change management) into a strategic human capital plan and other initiatives.
4. Ability to communicate, orally and in writing, and to establish and maintain effective and confidential working relationships with a wide variety of personnel, such as judges, court managers and administrators, attorneys, government agencies, other judicial agencies and the public.
5. Ability to select, train, supervise and manage staff in the performance of human resource functions.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.

For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.