



**Michigan Supreme Court
and
Michigan Court of Appeals**



**Position Available
Human Resources Director**
Salary Range: \$79,928 to \$106,320

There are approximately 400 employees working for the Michigan Supreme Court and Michigan Court of Appeals in various locations throughout the state. The Supreme Court is Michigan's court of last resort, consisting of seven justices, and includes the State Court Administrative Office (SCAO). The Supreme Court has administrative oversight of Michigan's courts and exercises that oversight through the SCAO. The Court of Appeals, consisting of 28 judges, is an intermediate appellate court between the Supreme Court and the state trial courts.

The Human Resources Director reports to the State Court Administrator. There are currently four staff members, including the Director, in the Human Resources Division. The primary responsibilities of this position include the management of Human Resources Division staff; development and maintenance of employment programs, compensation policies, and personnel procedures; and training of internal and external staff and partners. The essential duties include:

- Assisting with the employment selection process, conducting an orientation program for new staff, developing methods for the evaluation of staff performance, and overseeing employment practices and policies.
- Responding to and resolving employee relations issues.
- Administering the employee benefits programs.
- Administering the Courts' compensation program.
- Responding to inquiries and ensuring that managers of the Courts understand the legal requirements of the Family and Medical Leave Act, the Comprehensive Omnibus Budget Reconciliation Act, the Americans with Disabilities Act, the Fair Labor Standards Act, unemployment benefits, worker's compensation, and other employment-related laws.
- Overseeing professional development and training for employees.
- Serving as a consultant to trial courts, as requested, on the above matters.

EDUCATION AND EXPERIENCE: The job requires a bachelor's degree with coursework in human resources management. A master's degree with coursework in personnel administration or juris doctorate is preferred. The position also requires seven or more years of experience in a supervisory role in human resources or a related administrative capacity.

WORK LOCATION: Lansing, Michigan. There is limited travel to other worksites throughout the state.

TO APPLY: Please send your cover letter and resume in Microsoft Word® or Adobe Acrobat® to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: Michigan Supreme Court, Human Resources Department, Attn: Human Resources Director, P.O. Box 30052, Lansing, MI 48909.

APPLICATION DEADLINE: JUNE 12, 2014

AN EQUAL OPPORTUNITY EMPLOYER