

Closing Date:	June 2, 2019
Office:	Administrative Office of the Courts, Department of Human Resources Annapolis, MD
Salary:	\$59,432 <b>*Current State Judiciary Employees Only:</b> A salary offer for a <b>current state Judiciary employee</b> will be determined using the “Salary Practices for State Judiciary Employees”, found at <a href="https://mdcourts.gov/hr/salrangesfy19">https://mdcourts.gov/hr/salrangesfy19</a>
FLSA Status:	Exempt
Position type:	Regular, Full-time
Financial Disclosure:	Yes

***As part of the HR Department, you will be joining a progressive and innovative team that provides invaluable support to the Maryland Judicial Branch!***

**Essential Functions:** This position provides professional assistance in the areas of Classification and Salary Administration. This position conducts reviews of positions, new functions, opportunity for reclassifications and classification series submitted to the Office of Classification and Salary Administration (OCSA) for study. Conducts job analysis and evaluation studies to determine appropriate classification and salary levels. Provides interpretations and clarifications of classification and salary policies, practices and procedures. Conducts reviews, interviews, researches, etc. to evaluate class/salary issues. Reviews and proposes sound alternatives for organizational structures and proposals for classification and/or salary impact. Conducts on-site interviews for appropriated job analysis and classification development. Prepares analytical reports of classification findings. Gathers market data of benchmark positions and applies appropriate salary changes and establishes hiring ranges as appropriate. Processes classification and salary actions submitted via CONNECT to include reclassifications, title changes, PIN Switches, department changes, and classification reviews. Counsels and provides advice and guidance to all level of Judiciary personnel concerning classification and salary matters. Processes acting capacity requests via CONNECT. Monitors to assure consistency of evaluation and allocation patterns. Ensures compliance with State, Federal and Judiciary laws, rules, regulations, policies, and procedures. Assists leadership with salary administration tasks to include the processing of COLAs, merit increases, and salary equity adjustments. This position reviews and processes New Budgeted Positions Requests via CONNECT to determine the appropriate classification, grade and salary, which will be used by the Budget and Finance Department in the development of the Judiciary’s budget. Assists in the research and preparation of data gathering for the Judicial Compensation Committee. Responsible for notifying the State Ethics Commission of any changes to employment status and ensures that each employee is notified that they must complete the required forms electronically before the filing deadline. Reviews and compares the State Ethics Commission list of filers against the Judiciary list. Researches any discrepancies and notifies the Ethics Commission of any additions or deletions. Uses reports from CONNECT to compile the required data. Responsible for notifying employees who are required to file a Financial Disclosure that they must do so within 30 days after appointment and on an annual basis thereafter. Employees that leave State service must file a termination statement with the State Ethics Commission. Performs Miscellaneous Salary Administration duties as needed, such as: conduct and participate in salary surveys, contact other local government, state or federal agencies to obtain salary comparison data. Performs other duties as assigned or as needed to maintain office operations.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Three (3) years of professional human resources experience in the areas of either job analysis, job evaluation, salary administration, or recruitment and selection.

**Notes:** Additional professional human resources work experience as defined above may be substituted on a year for year basis for up to four years of the required education.

**Skills/Abilities:** Knowledge of the theories, principles, and practices associated with human resource administration; Knowledge of research techniques used in collecting, tabulating, evaluating, and presenting data; Knowledge of the application of universal job evaluation systems; Knowledge of human resources management theories, policies, and practices; Knowledge of analytical procedures and techniques used in organizing and conducting studies and analyses of jobs, organizations, work methods, programs and operations; Knowledge of the use and application of Human Resource Information Systems; Knowledge of word processing, database, spreadsheet, and graphic computer software applications; Knowledge of equal employment opportunity laws, regulations and laws. Skill in defining problems, conducting research, collecting data, establishing facts, drawing valid conclusions, and formulating recommendations. Ability to operate a personal computer; Ability to interpret and apply policies, procedures, regulations, and laws; Ability to resolve complex human resource problems by applying various methodologies and deciding between several alternative solutions; Ability to apply and demonstrate strong analytical and organizational skills; Ability to provide guidance and accurate information to managers, staff and administrative heads; Ability to develop presentations, special studies, and project reports; Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials, and the general public; Ability to defend actions to supervisors, managers, and employees; Ability to coordinate work with other Human Resources offices and external departments and agencies; Ability to work well with groups and committees; Ability to communicate effectively.

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**