



## **DIRECTOR, HUMAN RESOURCES AND LABOR RELATIONS**

Office: Human Resources  
Status: Exempt – Executive  
Grade: 57E

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to: Chief Operating Officer or other Chief Executive assigned  
Supervises: Staff as assigned

### **DEFINITION**

The Director, Human Resources and Labor Relations (DHR) serves under the general direction of the Chief Operating Officer (COO) or other Chief Executive assigned and is responsible for overseeing, planning, organizing and directing all aspects of human resource and labor relations policy and practice for the State Bar. The DHR is a member of the State Bar's Senior Executive Team and is responsible for overseeing budget and personnel in the Office of Human Resources as well as administering the State Bar's institutional human resource and labor relations policy, subject to the Executive Director's overall responsibility to administer the State Bar's budget, personnel, facilities and related support activities in accordance with the policy parameters established by the Board of Trustees.

### **MAJOR DUTIES & RESPONSIBILITIES**

1. The DHR oversees the State Bar's Office of Human Resources and Labor Relations and the State Bar's institutional human resource and labor relations policy and practice.
2. The DHR serves as a member of the State Bar's Senior Executive Team (SET) and establishes and maintains effective working relationships with colleagues within the State Bar and professional relationships with external constituencies of the State Bar.
3. The DHR oversees the planning, development and administration of all aspects of human resource administration including employee and labor relations, compensation and benefits, recruiting, health and safety, regulatory compliance, data management, performance management, employee relations, training and related areas, subject to the general oversight of the COO.
4. The DHR oversees the supervision, review, hire and termination of assigned staff consistent with over all State Bar policy, subject to the general oversight of the COO.
5. The DHR oversees the development and implementation of human resource related operational policies and procedures, strategic plans, systems and related initiatives subject to the general oversight of the COO.

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6. The DHR maintains effective relationships with internal and external union representatives and is responsible for ensuring the State Bar's compliance with governing Memorandums of Understanding and other labor agreements.
7. The DHR ensures that the Office of Human Resources and Labor Relations continuously improves, assesses its practices in light of current trends in human resources and labor relations, and modifies those practices as appropriate.
8. The DHR oversees the formulation and implementation of short-term and long-term goals and plans to improve the efficiency and efficacy of human resource and labor relations administration, including instructions, policies and guidelines to be utilized by every unit and department within the State Bar, subject to the general oversight of the COO.
9. The DHR represents the State Bar on human resources and labor relations policy matters before the Board of Trustees and other constituencies.
10. The DHR provides human resource and labor relations guidance and staff assistance to the Board of Trustees, Executives and supervisors, subject to the general oversight of the COO.
11. The DHR timely responds to inquiries from Board members, the Judiciary, the Legislature, the Governor's Office, auditors and other constituencies regarding human resource and labor relations issues in coordination with the COO and Executive Director.
12. The DHR maintains appropriate confidentiality in administering the State Bar's human resource and labor relations policies and procedures.
13. The DHR assumes other duties and responsibilities as assigned.

### **KNOWLEDGE & SKILLS**

1. Advanced principles of human resource and labor relations administration and policy development.
2. Advanced principles of office management, budgeting, administration and supervision.
3. Advanced principles of problem identification, analysis and resolution.
4. Advanced principles of public relations/customer service.
5. Advanced principles of board and committee administration.
6. Principles of effective oral and written communication.
7. Principles of centralized information and data-based record keeping systems.
8. Advanced principles of organizational behavior and conflict resolution.

### **ESSENTIAL ELEMENTS / ABILITY TO**

1. Receive and relay detailed information through verbal and written communication.
2. Communicate clearly and effectively in oral and written formats.
3. Travel by air and automobile.
4. Review and analyze complex written data.
5. Speak publicly to large groups of people.
6. Perform under stress and adopt effective courses of action.
7. Effectively interact with others.
8. Effectively address conflict.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's Degree in business administration or equivalent academic achievement;

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2. Minimum ten (10) years progressively responsible experience in human resource and/or labor relations administration in a governmental, nonprofit, legal environment interfacing with governing boards or equivalent;
3. Minimum five (5) years senior level management/supervisory experience administering personnel and budget requirements;
4. Master's Degree in a related field, or a Juris Doctorate, may substitute for up to two (2) years of experience.

*Revised February 2016*