SUPERIOR COURT OF CALIFORNIA

COUNTY OF MADERA

Invites your application for:

DIRECTOR OF HUMAN RESOURCES

Salary: $117,225 - $142,488*/annually

Application & Supplemental Information Filing Deadline:

Monday, November 30, 2026

The Madera County Superior Court encourages a positive work-life balance and offers a competitive benefits package:

- *Experienced Director of Human Resources with years of service are encouraged to apply.*
- *The Madera County Superior Court offers membership into CalPERS and for Classic Members a 2.7% at 55 retirement benefit formula for individuals in a California Government Retirement System on or before 12/31/2012, or new employees a 2% at 62 retirement benefit formula.*
- *Retirement from Madera County Superior Court currently includes employer contributions towards health benefit plans.*
- **The Madera County Superior Court CEO may consider hiring above the entry level (A step) based on years of experience.*

Position Summary

Under direction, performs difficult, complex and specialized human resource analytical work in areas such as recruitment, selection, classification, compensation, equal employment opportunity compliance, labor relations, employee relations, workplace investigations, risk management, training/development and other areas. This position serves at the will of the Court Executive Officer.

Supervision Exercised

Exercises direct supervision over lower-level staff.

Essential Duties

- Plans, organizes and directs human resources programs including labor relations, employee relations, recruitment, testing and selection, classification and compensation, training, employee benefits (including retirement and health benefits), workers compensation, safety, payroll, personnel rules and related employee programs.
- Serves as ADA compliance officer; develops, implements and administers EEO, ADA, Harassment and Discrimination Prevention and related programs; investigates workplace complaints; responds to inquiries from compliance monitoring agencies; prepares and submits required reports.
- Represents the Court in collective bargaining negotiations with various bargaining units.
- Prepares cost estimates for various labor proposals.
- Develops, implements and interprets court personnel and labor relations policies; keeps abreast of changes in court legislation, state and federal legislation that affects employment related issues; evaluates the impact of legislation, develops implementation plans and advises staff of changes.
- Administers the discipline and grievance process; advises supervisors and managers on disciplinary and performance issues; represents the Court in administrative processes; oversees employee development program.
- Coordinates and directs various human resource projects and activities to support management in the delivery of services.
- Develops, amends and recommends human resource policies, procedures and practices.
- Oversees and ensures the accurate maintenance of personnel records, including new hires, terminations, promotions, and other personnel data.
- Coordinates training efforts for Court staff.
- Obtains background and job-related information for the purpose of executing assigned duties.
- Plans and conducts studies involving a variety of personnel functions of divisions, positions, recruitment or other areas.
- Prepares (or has prepared) recruitment and examination materials, analyzes and interprets examination test results, oversees the administration of interviews, as well as written and oral examinations.
- Maintains an understanding of and ensures the Court's compliance with the FMLA, CFRA, PDL and COBRA benefits/rights.

Knowledge, Skills and Abilities

- Advanced principles and practices of public personnel management including recruitment, examination, position classification, compensation and employee relations.
- Policies, procedures and contractual obligations related to the Court's retirement and health insurance programs.
- Advanced principles and practices of public sector labor relations.
- Federal and State laws regarding EEO and anti-discrimination/anti-harassment laws.
- Federal, state, local and court rules, regulations and laws affecting employees in local government.
- Principles and practices of employee supervision and training.

Knowledge, Skills and Abilities (Cont'd)

- Type and enter data at a speed necessary for successful job performance.
- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.
- Analyze a variety of personnel matters, define problems and make appropriate recommendations.
- Understand, interpret, apply and/or implement personnel laws, rules, regulations and policies.
- Gather and evaluate data; prepare meaningful, concise and accurately written and/or oral reports and recommendations.
- Perform accurate mathematical calculations including, but not limited to, the cost of labor proposals, salary increases, benefit changes or any other cost related to the personnel functions of the Court.
- Communicate effectively both orally and in writing.
- Establish and maintain positive work relationships at all organizational levels.
- Initiate, plan and complete assignments with little or no supervision.
- Function effectively in urgent and/or confrontational situations.
- Behaviorally exhibit patience, tact and courtesy in dealing with others.
- Characteristically exhibit strong initiative, integrity, work ethic and sound judgment.
- Mediate and resolve grievances, complaints and/or disputes.
- Counsel supervisors and employees regarding disputes, discipline, grievances, complaints and personnel management issues.
- Understand and promote workplace diversity.
- Supervise, train, plan and evaluate assigned staff.

Minimum Qualifications

Experience:

Requires five (5) years of increasingly responsible human resources experience.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in human resources, business or public administration, organizational development, political science, economics, psychology or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment and some ability to travel to different sites and locations.

License or Certificate:

Possession of, or ability to obtain an appropriate valid driver's license or must be able to provide self-arranged transportation to primary work location.

The employee may be required proof of a valid driver's license before authorized to drive a vehicle on court approved business.

Background Check Requirement:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

Employee Benefits

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 2 floating holiday per year, 1 sick leave day per month (unlimited accrual); Appointed to a permanent position shall be granted 5 days credit for vacation following the completion of 6 calendar months of continuous paid full-time service and following the completion of 12 calendar months of continuous paid full-time service in a permanent position will be credited 5 additional vacation days, vacation accrual increasing thereafter with years of service (55 days max accrual); 10 days management leave per fiscal year; Membership in the Cali-fornia Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%.

Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act will be eligible for the 2% @ 62 retirement benefit formula; employee contrib-utes 7.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

Examination Process

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and qualifi-cations shall be scheduled for those candidates who meet the minimum qualifications, and may be admin-istered either by a written examination, oral interview, evaluation of education and experience, or any com-bination of qualifications appraisal as determined by the Court Executive Officer to be appropriate. The Court Executive Officer may limit the number of qualified applicants eligible to participate in the appraisal process. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender, sex, or age in any of its programs or activities.

How To Apply

The application is required and may be obtained by accessing the Madera Superior Court website at https://www.madera.courts.ca.gov/general-information/job-openings or by visiting the Madera Superior Court's Human Resources Division. Human Resources office hours are: ***Monday - Friday, 8am – 5pm***. A resume may be included with the application but will **not** be accepted in lieu of an official application. The *"Employment History & Experience"* section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application will result in disqualification.

MAILED OR E-MAILED APPLICATIONS, AND SUPPLEMENTAL EVALUATION

If an application is mailed or e-mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed or e-mailed to:

Madera Superior Court - Human Resources Division
200 South G Street, Madera, Ca. 93637

HR@madera.courts.ca.gov

RESPOND BY MONDAY, NOVEMBER 30, 2026.

NOTE: Postmarks and facsimiles are not accepted.

DIRECTOR OF HUMAN RESOURCES SUPPLEMENTAL QUESTIONNAIRE

Please answer each question below with as much detail as possible. You may attach additional sheets of paper if necessary. Please type or write your answers legibly and in ink. The supplemental questionnaire is required in addition to the official application. Failure to submit this supplemental questionnaire will result in disqualification.

1. Describe your experience managing or facilitating employer/labor relations activities in an environment that included adherence to collective bargaining agreements.

2. Describe your philosophy, approach and methods used to collaborate and negotiate with labor unions.

3. Please describe your experience in the following areas: recruitment/examination, staffing/position allocation, risk management, leave management, and statistical analysis.

4. Describe your experience performing duties pertaining to job classification and compensation analysis and determination.

ADA Accommodations

If you are a person with a disability and need accommodations during the interview process, please contact our office at (559) 416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.