

Position Announcement
Wyoming Judicial Branch
Administrative Office of the Courts

Position: Human Resources Manager
Closing Date: Closed when filled
Location: Cheyenne, Wyoming

The Wyoming Supreme Court seeks qualified applicants with excellent leadership and communication skills to serve as the Human Resources Manager. This position oversees the human resources function for the Wyoming Supreme Court and 24 circuit courts throughout the state. It also provides human resource services for the state's 24 district courts. The position leverages HR expertise, knowledge and experience in managing personnel matters, recruitment, retention and disciplinary action; ensuring compliance with policies, rules and state and federal employment laws; providing guidance to employees, supervisors and judges, as necessary; and special projects as assigned. Judicial Branch employees are at-will. This is an exempt position and may require some travel.

ESSENTIAL FUNCTIONS:

- Oversees the preparation and processing of human resources documentation, including payroll processing, benefits administration and maintenance of human resources records.
- Plans and implements human resource programs, policies and procedures related to recruitment and selection, classification, salary administration, benefits, promotions, onboarding, offboarding, training and development, and employee engagement.
- Provides expert advice on human resource programs and procedures throughout the judicial branch, within established policies and procedures.
- Ensures compliance with policies and rules established by the agency and laws related to EEO, affirmative action and labor laws.
- Reviews actions related to human resources, approves within designated authority levels, and refers decisions where necessary.
- Provides consultation and advice to judges, supervisors and employees on human resources issues.
- Coordinates problem solving procedures and confers with employees on issues.
- Assists with development and maintenance of training programs for all levels of judicial branch employees.
- Partners with agency leadership to improve agency performance and effectiveness for key HR drivers such as optimizing people, performance, structure and resources.

EDUCATION & EXPERIENCE:

- The preferred experience and education for this position includes a bachelor's degree in human resources or a certification from an established and reputable human resource program and 6-8 years of progressive work experience in human resources.
- Preference may be given to the candidate who has experience with the State of Wyoming payroll system.

KNOWLEDGE AND SKILLS:

- Knowledge of principles of human resources/personnel management
- Knowledge of federal and state laws, rules and regulations and Wyoming statutes pertaining to HR functions
- Knowledge of principles of conflict management
- Excellent verbal and written communication skills and excellent interpersonal skills
- Skill in speaking to a diverse range of personnel to convey information effectively
- Skill in developing audio/visual presentations
- Ability to adapt and take on additional responsibilities and tasks as needed
- Ability to work well with co-workers

SALARY AND BENEFITS: The annual base salary for the Human Resources Manager is \$80,000 - \$87,000 commensurate with experience and qualifications. State of Wyoming benefits include health and dental insurance, life insurance, retirement, and annual and sick leave.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting. The applicant must have the ability to:

- Use standard office equipment;
- Stand and/or walk for a period of time;
- Read printed materials and computer screens;
- Communicate in person or over the phone; and
- Travel.

VETERANS: If you are a United States Armed Forces veteran or the spouse of a veteran who was married to that veteran at the time of that person's death and receive survivor benefits, to receive veteran's preference under Wyo. Stat. § 19-14-102, you must complete the Veteran's Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a Form DD214 to the application.

APPLICATIONS: Applications will be accepted until the position is filled. In order to ensure full consideration, however, candidates are urged to submit their materials before May 29, 2020. Interested candidates should submit an application, a current resume, a letter expressing in detail why they are interested in the position as well as what they believe they can contribute to the judicial branch. The State of Wyoming is an Equal Opportunity Employer, actively supports the ADA, and reasonably accommodates qualified applicants with disabilities.

The application form can be obtained on the Wyoming Supreme Court's website at: <http://www.courts.state.wy.us/Documents/Administration/wsc-app.pdf>.

Please send to:

Wyoming Supreme Court
Attn: Cierra Hipszky
2301 Capitol Avenue
Cheyenne, WY 82002

Or electronically to Cierra Hipszky at chipszky@courts.state.wy.us