



## CUYAHOGA COUNTY COURT OF COMMON PLEAS DIVISION OF DOMESTIC RELATIONS

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**ADMINISTRATIVE JUDGE**  
HON. ROSEMARY GRDINA GOLD

**COURT ADMINISTRATOR**  
JAMES L. VIVIANI

**JUDGES**  
HON. CHERYL S. KARNER  
HON. LESLIE ANN CELEBREZZE  
HON. DIANE M. PALOS  
HON. FRANCINE B. GOLDBERG

### CUYAHOGA COUNTY DOMESTIC RELATIONS COURT JOB OPPORTUNITY

Job Title: Director of Human Resources  
Department: Administration  
Reports to: Administrator for Court Operations  
FLSA Status: Exempt but with minimum required hours

Salary Range: \$78,000-\$86,000

*The Mission of the Cuyahoga County Domestic Relations Court is to help families restructure their lives  
by reaching compassionate and just resolutions  
to parenting and property disputes*

#### **Summary:**

Under the general direction of the Administrator for Court Operations and ultimately the Administrative Judge, the Director of Human Resources develops and implements human resource policies and procedures, supervises human resource activities and ensures compliance with legal requirements and regulations related to all human resource and personnel functions.

The Director of Human Resources will also work closely with the Administrator for Judicial Operations and Chief Magistrate to ensure that the Judges', the Court's, and the public's needs are met, and that State, County and Court required processes, policies and procedures are followed.

This position may be required to work beyond normal court hours, including weekends. Some travel within the State is required. Some examples of the general nature and level of work being performed by this individual are listed below; however, this is not an exhaustive list of all duties to be performed. Other duties may be assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops, evaluates, recommends, and implements comprehensive and effective human resource and personnel programs, policies and procedures that are compliant with Federal, State, and EEO human resource-related legal requirements and government reporting regulations, and best business practices. Ensures that policies, procedures, and reporting are updated as necessary to stay in compliance.
- Coordinates and/or manages a wide range of human resource activities, including, but not limited to, payroll, timekeeping, classification and compensation, vacation and sick time leave accumulation and usage, leaves of absence, employee assistance and wellness, workplace safety, disability and benefits administration, employee records maintenance, affirmative action, salary surveys and administration, and staffing.
- Plans for and forecasts the Court's short and long term human resource and personnel needs, including future staffing and funding levels required to support Court operations and planned projects within budgetary constraints.
- Coordinates and manages hiring process including vacancy announcements, job descriptions, salary range determination, advertising and postings, recruitment, application review and selection, candidate interviews, pre-employment background and reference checks, examinations and testing, job evaluation and analysis, orientation and onboarding, training, development, promotions, exit interviews, performance evaluations, employee recognition and employee retention.
- Advises management, responds to inquiries, and ensures that managers 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, workers' compensation, and other employment-related laws.
- Manages the Court's discipline, termination, grievance, and dispute resolution procedures, conducts workplace investigations in matters including alleged performance and misconduct issues, harassment, discrimination, employee complaints and grievances, and employment litigation. Takes disciplinary action to address performance deficiencies in accordance with human resources policies.
- Makes recommendations and represents the Court at personnel related hearings. Acts as the EEO Representative of the Court. Communicates with legal counsel on employment matters, claims and litigation. Works with the Cuyahoga County Human Resource Department and with other executive branch departments as necessary to conduct the Court's human resource and personnel related business.
- Assists in developing training guides, employee applications, performance evaluation, and other organizational resource materials. Proposes and recommends revisions to personnel policies, maintains and updates the Employee Handbook, and enforces its provisions.

## **JOB REQUIREMENTS (MINIMUM QUALIFICATIONS)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- In-depth knowledge of federal and state laws governing human resources activities, hiring, employee relations practices, conditions of employment and employee benefits.
- In-depth knowledge of theory, principles and practices of human resources management including recruitment, assessment and selection; classification and job analysis; compensation; performance planning and appraisal; employee relations; benefits and disability programs; and employee and organizational development.
- Knowledge of labor market trends and conditions and socio-economic issues on recruitment and employment.
- Ability to review salary ranges and salary levels against position descriptions and classification data to evaluate consistency and fairness.
- Knowledge of current technology, software, information systems and computer applications used in human resources administration and management.
- Experience implementing and facilitating training programs in the areas of organizational development, employee relations, performance management, and discipline.
- Ability to readily develop an understanding of court processes, policies, rules and statutes relating to the duties of the position.
- High level of proficiency in computer applications, including Microsoft Office® programs for word processing, desktop publishing, PowerPoint® presentations; ability to learn the Court's internal case management and other software programs.
- Strong skills in business and creative writing, and public speaking. Excellent command of English language and grammar, and verbal and written communication skills.
- Strong organizational skills and attention to detail and accuracy.
- Ability to think critically and demonstrate initiative.

- Ability to motivate and influence people, organize and prioritize duties, and to work both independently and cooperatively in a team environment. Self-direction and motivation is essential.
- Problem solving skills, judgment, decisiveness, and creativity in evaluating information.
- Excellent listening, interviewing, facilitating, negotiating and interpersonal skills.
- Ability to establish and maintain collaborative effective working relationships with Judges, Court staff, public officials, the news media, community leaders and the general public.
- Ability to maintain confidentiality and demonstrate discretion in handling sensitive information and data.
- Must possess a professional appearance and demeanor at all times.

**EDUCATION:**

Bachelor's Degree with a focus in Human Resources, Personnel Management or related discipline, or any equivalent combination of training and experience. Master's degree in a human resources related field, and/or or Law degree will be considered a plus.

**EXPERIENCE:**

A minimum of five (5) years of increasingly responsible experience in human resources or an equivalent combination of training, education and/or experience to meet the qualifications required. Six to 10 years of progressive experience preferred.

Certification from the HR Certification Institute or the Society for Human Resource Management will be considered a plus.

**PHYSICAL REQUIREMENTS:**

The candidate must be able to sit or stand for 8 hours per day and must be able to operate a computer for up to 8 hours per day. This job includes significant amounts of sitting, talking, listening, stooping, crouching and reaching with hands and arms, including the ability to reach into four drawer file cabinets. The candidate must also be able to lift or move items weighing up to 25 pounds. In addition, the candidate must be able to effectively operate a copier, scanner and facsimile machine, to read reports, correspondence and instructions. The candidate must have sufficient hearing ability to converse with individuals, in person and on the telephone, and sufficient speaking ability to communicate effectively with other individuals in person and by telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## HOW TO APPLY:

Applications should be completed and submitted to:

Court Administrator  
Cuyahoga County Domestic Relations Court  
1 W. Lakeside Avenue, Room 135  
Cleveland, Ohio 44113-1023

A blank job application form can be obtained for completion on our website at [http://domestic.cuyahogacounty.us/pdf\\_domestic/en-US/DRJob%20App.%20Form%20-%20DDR.pdf](http://domestic.cuyahogacounty.us/pdf_domestic/en-US/DRJob%20App.%20Form%20-%20DDR.pdf)

Please include a cover letter, resume and professional references with your Application.

The Application should be submitted as soon as possible. This position will remain posted until filled.

Qualified applicants may be required to submit to testing or to provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check.

*The Cuyahoga County Domestic Relations Court is an equal employment opportunity employer that employs an alcohol, drug, smoke, weapons and violence free work environment.*