

**Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

**ADMINISTRATIVE OFFICE - KANAWHA COUNTY
EMPLOYMENT OPPORTUNITY**

Position open until filled (Posted 12/2/2025)

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for ***Deputy Director of Human Resources*** in Charleston, West Virginia. This position directly reports to the Director of the Human Resource Services of the Supreme Court of Appeals of West Virginia.

Deputy Director of Human Resources

Position Purpose: This position supports the HR director in the development of human resource strategies for the West Virginia Judiciary and supports the oversight of talent recruitment, selection, and retention; compliance with policy and procedure; employee relations; total compensation (benefits/salary planning/performance management); and claims management (workers/unemployment compensation).

Duties and responsibilities may include, but are not limited to:

- Assist in developing and implementing HR strategies, policies, and programs that support the organization's mission and long-term goals.
- Manages and supervises human resource staff including establishment of objectives, training and development, and performance management.
- Oversee recruitment, selection, and onboarding processes to ensure high-quality hiring and consistent candidate experience.
- Provides guidance on employee relations issues, investigations, conflict resolution, and disciplinary actions. Promotes a positive and inclusive workplace culture and support initiatives that improve employee engagement and retention. Ensures consistent application of policies and compliance with labor laws.
- Assists with the direction and management of the total compensation-employee benefits function, including pension benefits, insurance benefits, salary planning, and other benefits, by executing the following: establishing and maintaining accurate, complete, and secure record-keeping; communicating with the employees on a regular basis concerning developments and details; managing ongoing and open enrollment processes; answering employee questions on an ongoing basis as needed; and continued development of salary ranges, performance evaluations, and other management tools.
- Processes workers compensation and unemployment compensation claims, including managing claims data, interfaces with the insurance carrier (as applicable), interfaces with employees as applicable, resolves claims/concerns as able, attends hearings and represents the Court's position on the claim, follow-up as appropriate.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources and employment law.
- Provide or obtain workplace training for all Court personnel on skills such as communication, management, and other key professional skills.
- Performs other duties as assigned.

Requisite Qualifications, Education, and Credentials:

- Bachelor's degree required. Master's degree preferred, in human resource management, business management or a related field.
- Minimum of four (4) years of work experience in human resources.
- Minimum of two (2) years of work experience in payroll.
- Education can be substituted for experience.

Skills and Knowledge:

- Working familiarity with human resource based laws and regulations (local, state, federal), including principles applicable to a public employment environment.
- Excellent verbal and written communication skills; advanced problem-solving skills.
- Supervisory and leadership experience preferred.
- Knowledge of the public employment environment, notably the State of West Virginia and its court system.
- Proficient in technology and working familiarity with human resource information systems and processes and payroll systems, in addition to general Word Suite and related software.

Working Conditions (Physical/Mental Demands, and Environmental Factors):

Due to occasional travel throughout the state, a valid driver's license is required. The work environment is subject to many interruptions and concentration may be affected and multi-tasking is required. This position is subject to varying and unpredictable situations, including emergency or crisis situations, which may require handling multiple calls and inquiries simultaneously. The position requires the incumbent to be able to converse with others, often on complex topics. There may be an occasional need to lift up to ten (10) pounds. Professional office environment, with extended periods of sitting and computer work.

Continuing Education Requirements:

Maintain current knowledge of evolving human resource laws and principles. Maintain current knowledge in all areas of administrative responsibility, learning trends, subject matter developments, technology innovations that enhance accuracy and efficiency.

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including the Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on the Court's website at www.courtswv.gov.

Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website at www.courtswv.gov), a resume, including references to:

Luke.Harvey@courtswv.gov

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.