

**JOB POSTING -
COLORADO OFFICE OF PUBLIC GUARDIANSHIP,
Staffing & Culture Leader**

Title: Mid-Level Staffing & Culture Leader

Job Location: Denver, Colorado

Salary Range: \$7,460.00 - \$8,293.33 per month*

Employment Type: Full-Time (40 hours/week); benefits and PERA eligible

Apply By: October 31, 2024

*Each position within the Judicial Branch has a certain salary range assigned. Based on experience and other factors, newly hired employees typically begin their employment towards the beginning of the pay range.

Agency Statement:

The Colorado Office of Public Guardianship (COPG) provides guardianship services to eligible indigent and incapacitated adult individuals who have no responsible family members or friends who are available and appropriate to serve as guardian; lack adequate resources to compensate a private guardian and pay the costs associated with an appointment proceeding; and are not subject to a petition for appointment of guardian filed by a county adult protective services unit or otherwise authorized by C.R.S. § 26-3.1-104. The COPG is mandated to be statewide by December 31, 2030.

Position Purpose and Objectives/Definition of Work:

The Colorado Office of Public Guardianship (COPG) is accepting applications for one (1) Staffing & Culture Leader. This role will be responsible for recruiting and retaining guardians and other COPG staff, developing and implementing an Employee Wellness Pilot Program, and supporting other human resources functions such as training, recognition, communications, compliance, event planning, etc.

This position will work closely with COPG Administration in strategic planning and expansion to statewide by December 31, 2030.

This position involves providing consultation and guidance to the Executive Director regarding the assignment and monitoring of work and resolution of labor relations problems and issues.

ESSENTIAL JOB FUNCTIONS

- Conduct full life-cycle recruiting through sourcing, headhunting, qualifying, and interviewing candidates
- Design and maintain an effective recruitment process for the organization, including setting metrics, reporting on metrics, and actions to address gaps
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits
- Hire employees and process hiring related paperwork
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives
- Analyze training needs to design employee development and health and safety programs
- Conduct exit interviews to identify trends in employee retention
- Develop and pilot employee wellness plan to address the challenges involved with the guardian job function and promote self-care
- Schedule and facilitate staff training programs
- Prepare project status reports by collecting, analyzing and summarizing information and trends

- Provide consultation and guidance on human resource related matters including performance management, compliance and employee relations
- Contribute to the strategic planning discussions to establish and grow the COPG
- Performs other related duties as required/assigned by the Executive Director

REQUIRED EDUCATION, SKILLS, AND EXPERIENCE

- Bachelor’s Degree from an accredited university or college, or equivalent experience
- Minimum 5 years experience in human resources with experience in staffing, training, or program management
- 2+ years experience creating and implementing HR programs, experience creating programs focused on recruiting and retention preferred
- Knowledge of applicable HR Federal and State laws, specifically regulations pertaining to hiring and recruiting
- Ability to create and facilitate training programs based on employee and business needs
- Ability to evaluate programs for effectiveness and make program improvements
- Strong organization skills with the ability to plan and manage independent project work
- Ability to establish and maintain effective working relationships
- Effective oral and written communication
- Proficient in Microsoft Office Suite including Word, PowerPoint, and Excel

WORK ENVIRONMENT & PHYSICAL DEMANDS: This position is in a general office environment and is required to primarily be on-site. Occasional hybrid options may be considered after a minimum of 6 months in position. Physical demands of the job include frequent talking, hearing, sitting, reaching and repetitive motions with wrists, hands, and fingers. Employee may be occasionally required to stand, walk and lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

EEO/AA/ADA EMPLOYER

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals chosen for the position will be subject to a pre-employment background check.

Colorado Office of Public Guardianship is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. Qualified applicants are provided with an equal opportunity and selection decisions are based on job-related factors.

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

HOW TO APPLY:

Application packet must include the following:

1. Cover letter
2. Resume
3. Minimum of three (3) *professional* references

Email application packet to: Careers@Colorado-OPG.org

PLEASE NOTE: Applications will be reviewed, and interviews scheduled/conducted as they are received; applications are encouraged to submit their application materials as soon as possible.