

AOC HRD JUDICIAL BRANCH SERVICES

SERVICES PROVIDED TO ALL JUDICIAL ENTITIES

INVESTIGATIONS OF HARASSMENT, DISCRIMINATION & RETALIATION

ANNUAL CLASSIFICATION & COMPENSATION PLAN

PERFORMANCE EVALUATION PROCESS

JOB RECRUITMENT & POSTING

VACANCY ANALYSIS & MONTHLY VACANCY REPORT

EEOC REPORTS & COMPLAINT

WORKERS' COMP & LOSS CONTROL

EMPLOYEE DISCIPLINE

RECORDS RETENTION / EE FILE / I-9s

FMLA, ADA, & DISABILITY

RECRUITMENT & SELECTION SCREENING, BACKGROUND CKS, HIRING PACKETS, INTERVIEWS

NEW EMPLOYEE ORIENTATION

PAYROLL PROCESSING & ADMINISTRATION

UNEMPLOYMENT CLAIMS

DRUG TESTING

SERVICES PROVIDED TO AOC, JID, MAGISTRATE COURTS

AOC HRD

PERSONNEL RULE INTERPRETATION & COMPLIANCE

PERSONNEL BUDGET PROJECTIONS & COMPENSATION INITIATIVES

POSITION CLASSIFICATION & OUT OF CYCLE RECOMMENDATIONS

POSITION CONTROL, JOB CLASSIFICATION STUDIES/AUDITS & JOB MEASUREMENT

EMPLOYEE DISCIPLINE (UPON REQUEST)

SALARY SURVEYS (BIANNUAL)

AUDIT COMPLIANCE

TRAINING & DEVELOPMENT

HR GROUP/ HR STAFF TRAINING

STATEWIDE

AOC HRD COORDINATES, DRAFTS/PREPARES DOCUMENTS FOR AND STAFFS THE GRIEVANCE, PERSONNEL RULES & CLASSIFICATION COMMITTEE