

# Mindy Masias

13408 West 61st Place 303-940-1336 (Home)  
Arvada, CO 80004 303-837-3603 (Work)

## Experience

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**8/1996–Present**

**Colorado Judicial Department**  
**1301 Pennsylvania Street, #300**  
**Denver, CO**

**Human Resources Director 7/1/2004-Present**

**(Human Resource Manager from 7/02-7/04)**

**(Human Resource Specialist from 8/96-7/02)**

- Supervise the Human Resources department; assign tasks and projects to Human Resources staff.
- Create and implement rules, policies, procedures, and programs necessary to the operation of the Judicial Branch; communicates and gathers input from appropriate agencies and staff and reviews results; facilitates collaboration from all departments involved.
- Prepare and oversee budget items within the department to achieve departmental goals. Presents oral and written justifications on budgetary items before the State Court Administrator.
- Provide direction to the Employee Relations Manager, Total Compensation Manager, Training Manager and Court Interpreter Administrator. Assign tasks and projects.
- Establish the goals, objectives, and priorities for the development and maintenance of a sound and an equitable personnel system.
- Provide guidance and advice to Judges, District Administrators, Clerks of Court, Chief Probation Officers, and other management staff statewide regarding personnel issues, policies, rules and actions in order to avoid liability regarding, FLSA, EEO, FMLA, and ADA issues.
- Lead statewide Human Resource initiatives to meet the needs of the Supreme Court, Court of Appeals, Judicial Districts, and Probation Departments, affecting all judicial employees.
- Develop curriculum and provide training statewide on HR, management and leadership topics.

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**8/1997-Present University of Denver College of Law**  
**Denver, CO 80208**

**Adjunct Professor of Human Resources Management**

- Prepare Human Resource Management lesson plans and curricula.
- Instruct students on Human Resource Management related to judicial and legal administration.
- Evaluate graduate and law students' project performance and class participation.

***Accomplishments:***

- Instrumental in the development and implementation of the online degree program.
- Assisted in the redesign of the MSLA degree requirements.

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**5/1996-9/1996     Jefferson County Human Services  
Golden, CO**

**Human Resources Officer**

- Provided guidance and advice regarding personnel issues, policies, rules and actions in order to avoid liability regarding, FLSA, EEO, FMLA, and ADA issues.
- Created and implemented policies regarding Human Resource issues.
- Administered a comprehensive benefits package.
- Provided recruitment, selection and testing for a 300-employee organization.
- Maintained compensation and classification plan.

***Accomplishments:***

- Revised the Human Services County Fair Labor Standards Act Handbook.
- Implemented a FLSA compliant overtime policy.

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**8/1995-5/1996     City of Louisville  
Louisville, CO**

**Human Resources Coordinator**

- Created and implemented a payroll and HRIS system for a 300 employee organization.
- Processed payroll and benefits for employees.
- Maintained personnel files and processed personnel action forms.

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**12/1994-8/1995     Manor Care  
Denver, CO**

**Director of Human Resources**

- Created a recruitment plan that reduced the 120% turnover rate to 30%.
- Administered a comprehensive benefits package that included stock options and gain sharing.
- Provided orientation, sexual harassment, and best management practices training.
- Advised management and employees regarding personnel issues.

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**12/1992-12/1994     City and County of Denver  
110 16<sup>th</sup> Street  
Denver, CO**

**Senior HR Analyst (Intern from 12/92 through 12/93)**

- Provided compensation survey studies and maintained a compensation plan for over 1100 employee job classifications.
- Conducted job classification studies for 10,000 employees and authored 550 job descriptions based on the studies.

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**8/1986-12/1992                      Adams County Five Star Schools  
Westminster, Colorado**

**Program Coordinator**

- Assisted in the revision of job descriptions.
- Provided coordination and Human Resource assistance to the Before and After School Programs, including recruitment, interviewing and new employee orientation.

**Education**

**University of Denver, College of Law, Denver CO                      8/1996**

- M.S.L.A.-Master of Science in Administration

**Metropolitan State College of Denver, Denver CO                      12/1992**

- B.S. Psychology

**Other Experience**

**Employee Relations Consulting:**

- Human Resources consultant for the National Center for State Courts, US AID/East West Management for the Bulgarian Court System, and other state judicial departments including the State of Nevada Supreme Court and Wyoming Supreme Court.

**Training Consulting:**

- HR Management Presenter for the Bulgarian Court System, December 2006
- IPMA (International Personnel Management Association) Presenter at the 2003 National Conference on *“Human Resources as a Strategic Partner”*.
- Instructor for the Nevada State Court Conference 1997, 1998 and 1999. Courses included
  - Sexual Harassment
  - Personnel Management/Human Resources Law
  - Model Hiring for Managers

**Publications:**

- “Downsizing with Grace”, Judicial Education, Reference, Information and Technical Transfer Newsletter 12/2003.
- “Justice”, Go Jobing, 4/2008.

**Associations:**

- Colorado Public Personnel Association Executive Board Member – Secretary 2001-2006.
- Member of Society for Human Resources Management since 1999.

**Curriculum Developed:**

- Leadership
- Introduction to Supervision
- Model Hiring for Managers
- Coaching and Motivating Employees
- Human Resources Law
- Introduction to Supervision
- Sexual Harassment
- Anti-Harassment
- Code of Conduct
- Disciplinary Process
- Performance Appraisal and Management
- Personnel Rules
- Conflict Management