Superior Court of California,
County of Solano
Job Announcement

COLLABORATIVE COURTS MANAGER

RECRUITMENT # 2013-02
LIMITED TERM

Salary: $63,555 - $77,252 annually

CLOSING DATE: June 7, 2013

Job Definition

Under general direction, plans, organizes, and manages the grants, programs and court staff associated with the court's Collaborative Courts program. This position is currently funded for two years and continues so long as funding is available. This single position classification is full-time and is Exempt from the Fair Labor Standards Act. This position is not represented.

Essential Functions (Core Competencies), including, but not limited to:

- Responding to opportunities at the state and federal levels to obtain grant funding;
- Ensuring adherence to grant guidelines and compliance with funding requirements;
- Monitoring program budgets and preparing required financial reports;
- Researching and gathering statistical information for program reports;
- Developing and implementing policies and procedures for specialty courts;
- Performing supervisory duties, including participating in the hiring and training of staff, assigning work, conducting performance reviews, participating in disciplinary actions, and resolving employee grievances;
- Reviewing and approving/denying absence requests and time cards for subordinates;
- Managing contracts with treatment providers and other vendors;
- Negotiating, developing, and maintaining various types of service contracts, contract terms and conditions related to the programs; monitoring billing and compliance service levels;
- Conducting audits of providers' services;
- Reviewing and analyzing justification for new and expanded contracts;
- Reviewing, interpreting, analyzing, applying and implementing new legislation to determine effects on programs.
- Performing other related work as required by business needs.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge of:

- Court procedures and practices;
- Principles and practices of personnel supervision;
- Grant or report writing skills; and
- Basic functions of Excel or similar software.

Ability to:

- Understand, interpret, and explain laws, regulations, and policies governing Collaborative Courts program operations and assure compliance;
- Develop and implement operational procedures;
- Make decisions and independent judgments;
- Demonstrate tact and diplomacy;
- Collect and analyze data to establish/identify needs, evaluate program effectiveness and/or draw logical conclusions and make appropriate recommendations;
- Develop program goals and objectives;
- Prepare narrative and statistical reports;
- Supervise and evaluate the work of others and recommend disciplinary action, when necessary;
- Secure cooperation and teamwork among justice partners;
- Organize and manage multiple tasks;
- Maintain accurate records and make accurate arithmetical and statistical calculations;
- Use proper grammar, spelling, and punctuation;
- Research regulations, procedures and/or reference materials relating to the Collaborative Courts programs;
- Communicate effectively, verbally and in writing, with people of diverse socio-economic backgrounds and temperaments and maintain confidentiality of information;
- Meet deadlines; and
- Use excellent oral and written communication skills.

Educational and Work Experience Requirements

- Possession of a Bachelor's degree in business administration, criminal justice, public administration, or a closely related field from an accredited college or university.
- At least two years of experience in a California Trial Court.
- The equivalent of two years of full-time program management experience, including contract management.
- At least one year of experience supervising staff or programs.

Education Substitution: additional relevant experience may be substituted for the education requirement on a year-for-year basis.

Special Requirements: May be required to possess or obtain, by appointment date, a valid California Driver's license; must be willing to work outside regular business hours, as needed; and must be willing to travel, as needed.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands*: While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, pinch, pull objects or controls; reach with hands and arms; balance; stoop, kneel, or crouch; talk or hear. The employee may need to use stairs occasionally. The employee must occasionally lift and/or move up to 25 pounds and up to 10 pounds, routinely. The employee must have speech and hearing sufficient for communicating in person and/or by telephone or for presentations.
- *Work environment*: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours for this position: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Benefits

The Solano Superior Court values its employees and offers an excellent benefit package which includes:

- CalPERS retirement plan (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013.)
- Participation in Social Security, Medicare, and State Disability Insurance.
- Medical insurance (plans offered by CalPERS), dental insurance (HMO and PPO plans), and vision insurance with generous employer contribution toward premium.
- Supplemental retirement plan (457 deferred compensation through CalPERS).
- Flexible spending account for qualifying medical, dependent care or transportation expenses.
- Basic life insurance at no cost to employee; additional life insurance for self and dependents available at an additional cost.
- Sick leave earned at approximately 12 days per year.
- Vacation earned at approximately 10 days per year, increasing to 15 days per year after 3 years, 20 days after 10 years, and 21 days after 20 years.
- 2 Floating Holidays per year (prorated for first year).
- Longevity pay after 10 years.
- Employee assistance program at no cost to employee for self and dependents.

Recruitment Process

To be considered for this position, job applicants are required to submit:

- A completed official court application; and
- A completed supplemental application.

An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel will conduct an oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the interview. An eligible list will be established, and referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the eligible list.

Official application forms and supplemental questionnaire are available on the court's Web site, www.solano.courts.ca.gov or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed to the Court at PO Box 2465, Fairfield, CA 94533 or dropped off at the court at Executive Office (3rd Floor), in the Hall of Justice at 600 Union Avenue, Fairfield, CA 94533. **All applications must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.

Supplemental Application
for
Collaborative Courts Manager
Recruitment # 2013-02
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INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. ***Your response to each question is limited to the space provided on the page provided for each question*.** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable**. Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ Date: _____

1. Please provide a brief description of your related educational and work experience that is relevant to the position for which you are applying. **(*Be specific in describing <u>your duties</u> and the length of time you carried out these functions. Limit applicable comments in response to this question to this page.*)**

2. Attach a writing sample of your work, not to exceed five pages.

STOP!

DID YOU REMEMBER TO:

1. **Sign the application?**
2. **Sign and attach the supplemental application?**
3. **Include your Equal Employment Opportunity Questionnaire? This information is used for statistical purposes only.**