

**Superior Court of California
County of Solano
Job Announcement**

**Operations Manager
RECRUITMENT # 2020-10**

Salary: \$81,798 – \$99,426 annually

CLOSING DATE: November 6, 2020

Note: This recruitment will establish a list for a forthcoming vacancy in the Criminal/Traffic Division

Job Definition

Under administrative direction, manages one or more administrative functions and/or operational units. This classification is not represented and is Exempt under the Fair Labor Standards Act.

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

- Consulting with the ACEO/CEO in determining procedures and work expectations within the unit(s);
- Monitoring relevant legislation and determining the effect on procedures for the assigned unit(s) and consulting with the ACEO/CEO;
- Participating in long- and short-term planning for programs and services within the unit(s);
- Planning, organizing, directing, and coordinating the activities within the unit(s), directly and through subordinate supervisors;
- Acting as liaison with other courts, local and statewide organizations and public agencies, as needed;
- Preparing and maintaining statistical and narrative reports related to the activity and work of the assigned unit(s);
- Reviewing recommended disciplinary actions and consulting with the ACEO/CEO;
- Evaluating employees' work performance, including preparation and delivery of performance appraisals and/or plans to improve performance, and setting goals and objectives for employees;
- Work with and guide subordinate supervisors in their evaluation of employee work performance, including reviewing evaluations prior to their delivery.
- Developing or approving procedures and training manuals/materials;
- Participating in implementation of new technologies, including developing program specifications and reviewing/testing changes or new software;
- Conducting administrative studies to evaluate effectiveness, defining problem areas, and developing recommendations/solutions;
- Ensuring that staff are adequately trained and cross trained on processes and procedures in multiple assignments;

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- Responding to verbal and written queries from the public regarding action taken on submitted legal documents.
- Resolving technical and procedural problems, answering complex and difficult procedural questions related to their assigned unit(s), applying court policy to resolve issues arising from service to the public;
- Operating a computer and a variety of other office equipment;
- Organizing and managing multiple priorities;
- Performing duties of subordinates, as required; and
- Performs other related work as required by business needs or as assigned.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

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

Knowledge of:

- Court functions in a California trial court, operations, procedures and services;
- Legal terminology, forms, documents and procedures, and California statutes governing court procedures and rules;
- Principles of supervision, including practices and methods related to evaluation, counseling, disciplining, setting and achieving goals and objectives, and development of subordinates' skills;
- Principles and practices of workflow management;
- Court software systems, including data entry, creating/running reports, and creating/modifying/generating documents with data pulled automatically from the system;
- Correct use of English language, grammar, punctuation, vocabulary, and spelling;
- The variety of learning methods for adults; and
- Microsoft Word, Outlook, and Excel.

Ability to:

- Motivate subordinates;
- Understand, interpret and explain laws, and analyze new legislation and make or recommend necessary changes in business practices, court case management systems, or document management systems;
- Identify and analyze administrative problems and implement operational changes;
- Research, understand, explain and apply statutes, codes, procedures, and rules;
- Explain technical and procedural information clearly and concisely to the public, attorneys, law enforcement officials, and other concerned parties;
- Collect and analyze data to establish/identify needs, evaluate program effectiveness and/or draw logical conclusions and make appropriate recommendations;
- Prepare narrative and statistical reports;
- Determine the appropriate course of action in emergency or stressful situations;
- Tactfully receive and handle customer complaints;
- Write clearly and concisely;
- Meet deadlines;
- Use sound judgment within the framework of policies, procedures, and guidelines;
- Maintain confidentiality of information; and
- Work at any Court location, based on business needs, sometimes on short notice.

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Educational and Work Experience Requirements

- Equivalent to completion of an AA or AS degree in Court Administration, Administration of Justice, Business Administration, Public Administration, or a closely related field.

AND

- At least one year in a supervisory capacity in a California court.

OR

- Four (4) years of varied technical and/or clerical experience in a California Court

AND

- At least three (3) years of supervisory experience in a California Court or similar experience.

License Requirement

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

Physical Requirements and Work Environment

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, and reach with hands and arms. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required. Duties include the need to sit and work at a computer for long periods. Some bending, stooping, and/or squatting may be required. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

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Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement (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 & PPO plans), and vision insurance with generous employer contribution toward premium;
- Supplemental retirement plan (457 deferred compensation plan through CalPERS);
- Flexible spending account for qualifying medical, dependent care or transportation expenses;
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents;
- 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, to 20 days after 10 years and 21 days after 20 years.
- Floating holiday of 2 days per year (may be prorated first year)
- Administrative leave of 48 hours per year (may be prorated first year)
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 10 years.

Recruitment Process

To be considered for this position, job applicants are required to complete and official court application and submit a resume´.

Official application forms are available on the court's Web site, www.solano.courts.ca.gov in the section immediately below the job announcement or application forms may be requested by e-mail from CourtHR@solano.courts.ca.gov. Applications must be returned electronically to CourtHR@solano.courts.ca.gov or be mailed to Superior Court, PO Box 2465, Fairfield, CA 94533 **and must be received by noon on October 30, 2020.** Faxes are not accepted.