



Assistant Division Director

Class Code:
4993

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Sep 23, 2013
Revision Date: Jun 19, 2019

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Under general direction of the Division Director, assists in the management of the overall operational activities of the Division; plans, organizes, coordinates, directs and reviews Division programs and initiatives; assists in the implementation and evaluation of the Court's strategic plan, goals and objectives; hires, trains, supervises and evaluates management, supervisory, professional and line staff; and performs other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees in this classification may perform other related duties at an equivalent level, and do not necessarily perform all of the listed duties.

1. Under direction of the Division Director, oversees the overall management and day-to-day operations of the Division; manages the Division in multiple court locations directly and through subordinate managers and/or supervisors; plans, organizes, directs and coordinates the Division's day-to-day operations.
2. Under direction of the Division Director, evaluates and reviews Court programs, policies and procedures applicable to the Division to maximize effectiveness and efficiency; seeks input and confers with judicial officers, management and staff to assess operational effectiveness within the Division; conducts administrative studies to evaluate effectiveness and identify problematic areas; prepares, analyzes and interprets research and studies as needed; develops recommendations for solutions or new innovations; and devises and implements those solutions as appropriate.
3. Under direction of the Division Director, responds to inquiries and handles work projects and situations where established policies, procedures and standards are not available or are general in nature such that considerable discretion must be exercised with respect to actions taken.

4. Under direction of the Division Director, manages the Division's supervisory, professional and line staff and related programs in a manner that best serves the public, the judiciary, justice and other governmental partners while maximizing operational efficiency; meets regularly with Division managers and supervisors to keep informed of and address operational issues, gain information regarding organizational culture, and to ensure efficient delivery of services; and assists in the implementation of teamwork strategies designed to achieve organizational goals and objectives.
5. Under direction of the Division Director, selects, trains, develops, coaches, supervises, evaluates and disciplines employees directly or indirectly through management and supervisory staff; meets regularly with Division managers and supervisors; ensures that Division managers and supervisors meet regularly with their staff; participates in a 360 degree evaluation process that includes the development of annual performance plans and reviews, and ensures that reviews are completed for all Division staff; may oversee implementation of the Division's workforce development program, including maintenance of training materials to stay current with legislation, Rules of Court, policies and procedures, and development of evaluation methods to assess progress toward achieving a highly competent workforce.
6. Identifies information technology-related initiatives designed to increase work quality and/or operational efficiency; participates in the development and implementation of information technology initiatives; analyzes and evaluates automated systems used by the Division, including CORPUS, DOMAIN, JCMS, Jury for Windows (JFW) and TCMS; coordinates or participates in special projects related to automated systems; prepares case management statistics; and works with other divisions on the implementation, maintenance and enhancement of automated systems.
7. In coordination with the Office of the General Counsel and under the direction of the Division Director, reviews, interprets and analyzes trends, new legal requirements, laws and pending legislation to determine the impact on operations and programs in the Division; and interprets court policies and procedures for staff and the public.
8. Participates in short and long-range planning, policy and procedure development and implementation; and assists in Division budget preparation, administration and monitoring.
9. Serves on Court, regional and state committees; establishes and facilitates communication both within the Court and externally with other agencies and organizations; and acts as a liaison with other trial courts, and local and statewide organizations and governments.
10. In addition to maintaining a primary office, works regularly from the sites where Division employees are located.
11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

(May meet one of two options)

Option I

Experience:

Two (2) years as a Division Chief with the Superior Court of California, County of Alameda.

Or Option II

Education:

Possession of a Bachelor's degree from an accredited college or university.

And

Experience:

Two (2) years of court, legal or public sector management experience overseeing the administration and operations of a division, department or agency.

Substitution:

Management experience in a court, legal or public sector setting may be substituted for the education on a year for year basis.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of administration, personnel, supervision and budget management; statutes, rules and regulations that govern Division operations; laws, code of ethics and rules governing the operation of a court; legal terminology, forms and procedures for Division operations; methods of leadership, communication and project management; problem solving and conflict resolution; workforce development; effective customer service practices; employee development, supervision, training, evaluation and discipline; judicial branch operations; relationship of Court to various justice partners, other public and community agencies; court case management systems and other technology tools.

Ability to plan, supervise and coordinate the work of others; identify, analyze and solve problems; develop, implement and evaluate policies and procedures; direct, manage and/or coordinate various court-related programs; develop, implement and evaluate projects and programs to enhance services to the public and/or support community outreach policies; maintain effective relationships with judicial officers, staff, attorneys, justice partners, including ancillary agencies; establish individual and group expectations for performance and accountability; communicate both orally and in writing; utilize data to monitor trends and operational performance; review literature, codes, laws and records; prepare reports; implement and utilize technology tools to improve operational efficiency and effectiveness; interpret and implement statutes, Rules of Court and policies applicable to Division operations; effectively manage in a diverse work environment serving a multi-cultural community; organize and set work priorities, and meet deadlines; prepare concise reports and verbal recommendations on complex issues; and make formal verbal and written presentations; develop a regular work schedule at different court locations where case types are heard and Division employees are assigned; and travel to different

court locations and be regularly present where the case types are heard.

Physical Demands:

Physical demands include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; and reaching for items above and below desk level. The job requires occasional travel by car.

Working Conditions:

Video display terminal is used on a daily basis. Attend meetings, respond to emails, and engage in work as needed outside of normal business hours. Work occasional evening and weekend hours. May be required to travel statewide as necessary.

FLSA Status:

Exempt

CLASSIFICATION HISTORY:

Date Established: 9/23/2013

Revised: 6/19/2019