



Division Chief

Class Code:
5011

Bargaining Unit: Alameda County Management Employees
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: May 30, 2018
Revision Date: May 30, 2018

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Under direction, plans, organizes and manages the operation of a division within a courthouse; defines goals and objectives and evaluates accomplishments; develops and oversees the implementation of operational procedures; may be designated to act in the absence of the Division Director, or designee; and performs related duties as required.

EXAMPLES OF DUTIES:

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

1. Manages and participates in the daily operation of a division; develops and implements goals, objectives and procedures for the Division consistent with Court policies; develops standards against which to evaluate performance and level of service; recommends changes in policies and procedures.
2. Estimates budget needs for the operation of the Division; writes justifications for funding requests; monitors expenditures to assure compliance with budget; assesses the cause of, and accounts for, variances between projected and actual expenditures; formulates budget requests; prepares operational reports, financial statements and other materials; makes presentations, as required.
3. Plans, directs and coordinates the Division's work plan; reviews the details of the plan with subordinate staff identifying potential problems and determining solutions; assigns projects and programmatic areas of responsibility to subordinate staff; prioritizes workload to meet expectations; reviews and evaluates work methods and procedures; hears, responds to and resolves staff problem and concerns.
4. Selects, directs, develops and evaluates assigned staff directly or through subordinate

supervisors; coordinates training programs intended to enhance staff capabilities, to utilize time more effectively, and to improve the delivery of services; reviews action plans for performance improvement; follows up on progress of plans for corrective action; implements authorized disciplinary action.

5. Conducts a variety of organizational and operational studies to support proposed modifications to Division programs; analyzes proposed legislation and administrative regulations for their impact on Division services, staffing and funding; stays abreast of new trends and innovations in the field of court services.

6. Maintains an awareness of the automation needs of the Division; functions as liaison for information systems services; provides input on space needs and office layouts; monitors contracts and grants; maintains consistency of fiscal, personnel and payroll activities of the Division within established policy.

7. Serves on committees and task forces both within the Court and with local, state and national agencies and organizations; provides liaison between assigned division and others within the Court and County, and with other courts, county, state, and community agencies as necessary.

8. May act in the absence of the Division Director, or designee.

9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Option I

Experience:

The equivalent to four years of full-time experience as a Court Supervisor in the Superior Court of California, County of Alameda service.

Or Option II

Experience:

The equivalent to four years of full-time supervisory or management experience responsible for administration of a major division in the Superior Court of California, County of Alameda service.

Or Option III

Education:

Possession of a Bachelor's degree in business administration, criminal justice, psychology, public administration or social sciences. Additional supervisory or management experience in a court or legal environment may substitute for the education on a year-for-year basis.

And

Experience:

The equivalent to four years of full-time supervisory or management experience in a court or legal environment

KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of management and supervision including staff development and training; principles of budget preparation and administration; operational characteristics, services and activities of a court; computer technology as applied to court operations, methods, and programs; court and courtroom procedures and processes; code of Civil Procedure, Penal Code, Vehicle Code and other statutes relating to court procedures; modern office methods including use of personal computer and related software; and legal terminology.

Ability to administer projects and operations consistent with policies and goals; supervise staff; plan, direct and evaluate the work of staff; work under the pressure of deadlines, conflicting demands, and emergencies; establish and maintain working relationships with all levels of Court staff, elective and appointive bodies, and members of the general public; select alternatives, project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with Court policies and goals; understand, interpret, and apply laws and regulations; communicate in writing on matters related to Division policies, funding, and operations; perform legal research; revise and adapt procedures to changing needs; and plan and implement training programs.

CLASSIFICATION HISTORY:

Established 5/30/18