

DIVISION DIRECTOR

DEFINITION

Under policy direction, directs the personnel and programs of a division of the Judicial Council; performs related work as assigned.

CLASS CHARACTERISTICS

This is an executive-level class. Incumbents are responsible for directing division personnel and programs within organizational and policy confines while ensuring accomplishment of organizational goals and objectives. This class is distinguished from Chief Deputy Director in that the latter directs assigned units, functions, and operations of the agency, evaluates its goals and direction, and serves as the Administrative Director of the Courts in his or her absence.

EXAMPLES OF DUTIES (*illustrative only*)

- Develops and implements goals, objectives, policies, procedures, and work standards for the division.
- Establishes division policies for the selection, training, professional development, evaluation, and discipline of staff.
- Creates performance and development plans for employees, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Develops, recommends, and implements division goals and programs in furtherance of Judicial Council policies and priorities.
- Develops, administers, and monitors the division's budget.
- Negotiates program policy and service agreements with state courts and other government entities.
- Participates in developing Judicial Council and branch-wide policies, priorities, goals, and objectives and assists in their implementation as necessary.
- Represents the judiciary to internal and external customers, including the other branches of government, on issues pertaining to the division's functional areas.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Management principles and practices, including goal setting; program development, implementation, and evaluation; and the management of employees through multiple levels of supervision.
- Principles and practices of developing and administering multiple, complex budgets.
- Principles and practices relating to the functional area to which assigned, such as legislative analysis and advocacy; budget administration; human resources and management; qualitative and quantitative research and analysis; or trial court policies and procedures.
- The California judicial system and court operations and procedures.
- California budgetary and legislative processes.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Direct programs and staff through subordinate supervision.
- Translate division goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the division's budget.
- Use initiative and independent judgment within general policy guidelines.
- Effectively negotiate program and policy service agreements with outside entities.
- Knowledgeably and effectively represent the judiciary on issues pertaining to the division's functional areas.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

Specific licenses may be required depending on particular area of expertise. Attorney positions require admission to the State Bar of California.

Education and Experience:

Equivalent to possession of a bachelor's degree and eight years of increasingly responsible experience in the relevant field, including a minimum of four years of increasingly responsible management experience.

OR

One year as an Assistant Division Director or three years as a Manager or Senior Manager with the judicial branch.