

STATE OF CALIFORNIA

Judicial Branch

California Habeas Corpus Resource Center

Approved by Board of Directors on June 2, 1998

Class Code:5072

May 15, 1999

EXECUTIVE DIRECTOR

DEFINITION

Responsible for the day-to-day management of the Habeas Corpus Resource Center (HCRC) in accordance with broad policies established by the Board of Directors; serves as the appointing authority for the HCRC; performs related work as assigned.

CLASS CHARACTERISTICS

This is the highest executive-level position in the HCRC. The incumbent provides the highest level of policy and programmatic leadership for the center and is the appointing authority for the agency.

EXAMPLES OF DUTIES (*illustrative only*)

- Directs the development and implementation of HCRC goals, objectives, policies, procedures, and workload standards.
- Develops and implements HCRC programs in accordance with policies and priorities of the Board of Directors.
- Develops and proposes organizational policies and procedures to the Board of Directors.
- Directs the development and administration of the HCRC's budget.
- Negotiates program policy and service agreements with other government entities.
- Establishes and implements HCRC policy for the selection, training, professional development, and discipline of staff.
- Plans, manages, reviews, evaluates, and consults on case strategy used in capital case defense and habeas corpus proceedings.
- Supervises staff and creates performance and development plans for direct reports, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Is the appointing authority for the HCRC and is responsible for the hiring and termination of employees.
- Resolves emerging problems related to HCRC policy and personnel.
- Represents the HCRC to external customers, including the legislature, the Supreme Court, the Judicial Council/Administrative Office of the Courts, and the media.
- Establishes and directs the maintenance of a law library and brief banks and other research tools for internal and external use.
- May be appointed counsel to represent indigent appellants in habeas corpus proceedings.

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WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work evening and weekend hours as necessary.
- Travels extensively 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 complex budgets.
- The California state and federal judicial system and court operations and procedures.
- Appellate and habeas corpus procedures as they relate to capital case defense in the state and federal courts.
- Rules of evidence and conduct of proceedings in California and federal trial and appellate courts.
- Legal research methods, principles of administrative and constitutional law.
- 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, spreadsheets, and databases.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.
- Principles and techniques used to establish and implement an effective legal training program.

Ability to:

- Plan, direct, and organize the implementation of goals, objectives, policies, procedures, and work standards.
- Direct programs and staff through subordinate supervision.
- 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 agency's budget.
- Use initiative and independent judgment within statutory guidelines.
- Effectively negotiate program and policy service agreements with outside entities.
- Knowledgeably and effectively represent the HCRC to external customers and the public at large.
- Analyze policy issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Apply legal principles and precedents to particular sets of facts.

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- Lobby for resources knowledgeably and effectively.
- Provide leadership on policy issues; gain consensus on issues internally and externally; and effectively resolve problems related to those issues.
- Establish effective training programs for attorneys and investigators.
- 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:

Current membership in the California State Bar.

Experience:

Shall meet the appointment qualifications of the State Public Defender as stated in Government Code Section 15400: The State Public Defender shall be a member of the State Bar, shall have been a member of the State Bar during the five years preceding appointment, and shall have had substantial experience in the representation of accused or convicted persons in criminal or juvenile proceedings during that time.”

In addition, shall have increasingly responsible management experience and experience in death penalty cases in state and/or federal courts at the trial and/or appellate level. Experience in habeas corpus proceedings is especially desirable.