

### **EXECUTIVE OFFICE LIAISON I/II/III**

#### **DEFINITION**

Under direction, the incumbent designs, develops and manages communications programs and provides policy direction in support of the strategic objectives of the Executive Office and the Judicial Council.

#### **CLASS CHARACTERISTICS**

In general, the incumbent performs the same broad range of duties at each level in this series. Differences between classes are essentially differences in the nature and scope of assigned projects and the degree of independence required. At the II and III levels, the incumbent is responsible for providing lead direction to all divisions and classes, as necessary, for implementation of Executive Office initiatives and programs.

*Executive Office Liaison I* is the entry level in this series. The incumbent is assigned projects of limited scope and responsibility. As experience is gained, the incumbent exercises greater judgment and independence and is able to handle more complex projects.

*Executive Office Liaison II* is the experienced level in this series. The incumbent works with greater independence and is involved in projects and assignments of greater scope and visibility than found at the entry level.

*Executive Office Liaison III* is the journey-level class in this series. The incumbent exercises independent judgment and initiative to design, develop, and manage communications programs and provide policy direction in support of the strategic objectives of the Executive Office and the AOC.

#### **EXAMPLES OF DUTIES** (*illustrative only*)

##### **Executive Office Liaison:**

- Interacts as the primary contact on behalf of the Administrative Director with the Chief Justice, Judicial Council members, and division and regional directors to provide direction on issues, resolve problems and clarify decision making processes, prioritize and follow through

on issues for action, and manage confidential communications on personnel, litigation, and policy issues.

- Interacts with the Chief Justice and Judicial Council members to finalize policy decisions related to the Judicial Council, council staff business, provide briefing on branch wide and organizational issues, provide direction and support to the Chief Justice on behalf of the Administrative Director for Judicial Council projects and initiatives, and respond directly to service requests from the Chief Justice.
- Liaise with executive and legislative branch representatives, presiding judges court executives, and other justice system stakeholders to provide feedback and information on Judicial Council and council staff -related activities.
- Represent the Executive Office and agency wide perspective, exercise decision-making initiative, and provide direction to interdivisional groups on behalf of the Administrative Director.
- Manages formal speaker programs, including identifying topics and recruiting high profile speakers to keep staff abreast of current trends within the social, political, and legal environments that are impacting the courts.
- Manages regular Executive Office meet-and-greet program for new employees in support of the mission and role of the Executive Office and organization.
- Oversees Executive Office budget development, monitors expenditures, and negotiates with vendors and consultants.
- Represents the Administrative Director in consultations with individuals from Judicial Council departments to facilitate the resolution of policy and operational issues.
- Triage internal and external requests/inquiries and oversees the provision of timely, effective responses.
- Independently plans, develops, and implements multiple projects at the request of the Administrative Director and Chief Deputy Director.

**Strategic Communications Management:**

- Exercises independent judgment on behalf of the Administrative Director in crafting message content and tone and appropriate media.
- Creates and coordinates strategic communications on behalf of the Administrative Director with Judicial Council executive management and line staff, the Chief Justice and Judicial Council members, executive and legislative branch leaders, and judges, executive officers, bar leaders, members of the court community, and other stakeholders at local, state, and national levels.
- Conducts research and analysis for special reports and assists in analyzing sensitive issues and data on behalf of the Administrative Director.
- On behalf of the Administrative Director, follows through with the Chief Justice, Judicial Council members, directors, and other court leaders on projects and sensitive matters.
- Researches and prepares a variety of online and written materials for internal and external audiences.
- Acts as spokesperson on behalf of the Administrative Director and Chief Deputy Director on policy and operational issues internally and externally.

- Coordinates agency wide data collection to respond to stakeholder inquiries.
- Develops and manages structure, content, and process for Judicial Council Management Report to improve organization and individual accountability.
- Develops concepts into written products that explain and support Executive Office projects.

**Coordination of Executive and Management Meetings:**

- Assists the Administrative Director and Chief Deputy Director with meeting planning and agenda development and works with them to conduct well-planned and productive meetings.
- Directs development of policy and operational recommendations for director consideration.
- Identifies action items and follows through with executive management to ensure that decisions are implemented.
- Facilitates, coordinates, and participates in identifying and developing focus for quarterly management meetings, interim communications, and action plan follow-through.

**WORKING CONDITIONS**

- May be required to attend meetings outside of normal work hours.
- Some travel may be required.

**QUALIFICATIONS**

**Knowledge of:**

- The California judicial system and court operations and procedures.
- Principles, practices, and practical application of public and business administration.
- Principles and techniques of project management.
- 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 presentation software.
- Principles and techniques of preparing a variety of effective written materials.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of organizational development.
- Principles and techniques of policy development.

**Ability to:**

- Use tact and discretion in exercising confidentiality with respect to sensitive personnel and policy issues.
- Use high-level diplomatic and interpersonal skills to work with the Chief Justice and Judicial council members, improve communication, coordinate action, and facilitate resolution of disputes.

- Establish and maintain productive working relationships with individuals at all levels of business without having direct authority.
- Organize, prioritize, and coordinate multiple projects to meet critical deadlines.
- Work independently or as part of a team.
- Lead, build consensus, and motivate others to meet goals and objectives and provide service in the most effective and efficient manner.
- Use initiative and independent judgment within general policy guidelines.
- Independently initiate communication and provide direction on behalf of the Administrative Director to directors, council members, and other court leaders.
- Interpret and translate management concepts into practical goals and objectives.
- Apply problem-solving and conflict resolution methods and techniques.

**Licenses and Certificates:**

None.

**Education and Experience:**

*Executive Office Liaison I:* Equivalent to possession of a relevant bachelor's degree, and three years of administrative or professional-level experience. OR Two years of relevant administrative or professional-level experience with the judicial branch.

*Executive Office Liaison II:* Equivalent to possession of a relevant bachelor's degree, and four years of administrative or professional-level experience. OR One year as an Executive Office Liaison I with the judicial branch.

*Executive Office Liaison III:* Equivalent to possession of a relevant bachelor's degree, and five years of administrative or professional-level experience. OR One year as an Executive Office Liaison II with the judicial branch.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.