

### **Chief Officer I/II**

#### **JOB FAMILY DEFINITION**

This classification falls within the Management Job Family, encompassing a range of work in which incumbents are responsible for providing management of functions with responsibility for organization-wide outcomes, applying advanced management principles that have critical impact on the organization and on the public. Incumbents exercise strategic thinking with organization-wide application and impact and develop and implement programs and operations critical to the Judicial Council and the judicial branch. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

#### **CLASS SUMMARY**

This is an executive-level class. Incumbents, as assigned, are responsible for providing oversight to multiple offices and units comprising a designated division, and providing strategic direction for the organization, supporting and interpreting the direction and efforts of the Administrative Director and the Judicial Council. Chief Officers apply advanced management principles with critical impact on the public and the organization. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact; develop and implement programs critical to the Judicial Council; and exercise control and supervision of multiple assigned offices and significant resources. Responsibility crosses multiple functional units within the organization comprising a designated division. Positions have responsibility for organization-wide outcomes.

An incumbent Chief Officer I directs a designated division, and reports to the Chief Officer II.

An incumbent Chief Officer II serves as Chief of Staff, directs a designated division, and may serve as the Administrative Director in his/her absence.

#### **DISTINGUISHING CHARACTERISTICS**

The Chief Officer class is distinguished from the Administrative Director in that the Administrative Director is the highest ranking staff level position in the organization, accountable directly to the Judicial Council.

#### **EXAMPLES OF ESSENTIAL DUTIES** (*The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.*)

- Leads and directs the operation of a division with responsibility for functional outcomes, long-range planning, strategic vision, and budget and performance outcomes.
- Provides subject matter advice and expertise to the Chief Justice, the Judicial Council and its advisory bodies.
- Serves as advisor to the Administrative Director on services provided by the division.
- Represents the interests and positions of the Judicial Council to justice system partners and the executive and legislative branches of state government.
- Serves as a member of the Executive team.
- Leads and directs the development and implementation of programs, policies, and procedures for the division based on strategic plans, vision, and Judicial Council policy objectives.

- Directs and oversees work planning and objectives to carry out the policy direction of the Judicial Council.
- Exercises accountability for the division and related decisions.
- Directs the preparation and administration of the division's budget.
- Supervises senior-level staff and directors to include: conducting performance evaluations; and makes hiring, termination, and disciplinary decisions.
- Directs the preparation and review of reports, Judicial Council and advisory body agenda items.
- Directs the strategy and creation of public presentations; makes complex and sensitive presentations to a variety of audiences.
- Performs other duties of a similar nature and level as assigned.

### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** (*Illustrative Only*)

Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific management tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

Bachelor's degree, and ten (10) years of increasingly responsible professional-level experience in a relevant field, including at least eight (8) years of increasingly responsible management experience. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

#### **LICENSING AND CERTIFICATIONS**

- None

#### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- The judicial branch and its role in state government;
- Other government structures and relationships;
- Current and emerging issues confronting courts and state and local government;
- Management and organizational development principles and practices;
- Principles and practices of executive and strategic leadership;
- Principles and practices of intergovernmental relations;
- Budget and legislative process;
- Managerial principles;
- Conflict resolution and negotiation strategies;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

#### **SKILL IN**

- Directing the interpretation and application of applicable laws, codes, regulations, and standards;

- Identifying needs and issues;
- Developing programs and initiatives;
- Advocating for the California court system;
- Problem-solving and conflict resolution;
- Managing, supervising, evaluating, and motivating senior-level staff;
- Directing strategic planning efforts;
- Directing the development and implementation of multiple, diverse and interrelated goals, objectives, policies, procedures, and work standards;
- Effectively collaborating with others;
- Public speaking;
- Exercising business and political acumen;
- Providing risk management;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

## **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require frequent statewide travel and out of state travel as necessary.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*