

Manager

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 a manager level class. Incumbents, as assigned, are responsible for providing management oversight of multiple units performing the primary functions of the office, allocating resources through one or more subordinate supervisors. Incumbents are required to interpret and carry out the programs and objectives developed by executive management. These decisions specify what is to be done at the subordinate levels and how the resources allocated by executive management are to be deployed.

Positions may also be allocated to the Manager class if they are required to directly oversee the work of two or more of the highest level professional staff (DBM C44) including project management staff responsible for the oversight of contractors and significant resources. Designation of positions to the Manager classification will consider factors such as the scope of work, key responsibilities, and problem solving required.

DISTINGUISHING CHARACTERISTICS

The Manager class is distinguished from the Principal Manager in that the Principal Manager is responsible for providing senior-level management oversight of the most complex, specialized, and sensitive functional areas, allocating resources through one or more subordinate Managers or Supervising Attorneys, or through three or more supervisors. Designation of positions to the Principal Manager classification will consider factors such as the political sensitivity of programs managed, frequent high-level interaction with critical stakeholders or other criteria essential to the mission and goals of 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.)*

- Oversees the development and implementation of programs, policies, and procedures for the units.
- Plans, organizes, administers, reviews, and evaluates the work of staff through subordinate supervisor(s).
- Creates performance and development plans for direct reports, conducts periodic discussions about progress, and prepares written performance evaluations; makes disciplinary decisions and recommendations on hiring and terminations.
- Executes the assignments of executive management and the Judicial Council.
- Provides function-specific input to the tactical, strategic, and long-range organization planning efforts.

- Serves as a knowledge expert in area of assignment, overseeing, reviewing, and providing analyses and recommendations regarding function-specific and organization-wide issues.
- Exercises accountability for function activity and related decisions.
- Prepares and administers budgets; monitors/approves expenditures; administers and oversees contracts and procurement activities.
- Attends required meetings; represents the assigned functional area, Judicial Council, and judicial branch to outside entities.
- Reviews and prepares reports, Judicial Council and advisory body agenda items.
- Creates and makes presentations.
- 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 five (5) years of professional-level analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least two (2) years of supervisory experience. *An additional four years of professional experience in the assigned function may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Master’s degree in a directly related field for the assigned discipline, and two (2) years of professional-level analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least two (2) years of supervisory experience.

OR

Two years in a supervisor classification with the Judicial Council of California, or two years of experience performing the duties of a class comparable in the level of responsibility to that of a supervisor classification in a California Superior Court or California state-level government entity, or two years as a Legislative Advocate, Labor & Employee Relations Officer, or Senior Project Manager with the Judicial Council of California and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

LICENSING AND CERTIFICATIONS

- The position assigned to Quality Compliance performs the duties and exercises the powers set forth in the California Building Code for Building Official. This position is required to hold a Professional Engineer or Architect license.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Managerial and supervisory principles;
- Principles, practice, and methods of assigned function(s) and/or unit(s);
- Principles, practice, and methods of public and business administration;
- Principles, practices, and methods of criminal justice administration;
- Principles, practices, and methods of program administration and management;
- Principles, practices, and methods of modern budgeting, procurement, and human resource management;
- Principles and practices of strategic planning;
- Conflict resolution and negotiation strategies;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Safe working practices, procedures, and regulations, as assigned;
- Contract administration and service evaluation, as assigned;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Managing the interpretation and application of applicable laws, regulations, and standards;
- Managing, supervising, evaluating, and motivating staff;
- Strategic planning and the implementation of organization-wide policy objectives and directives into unit operations;
- Managing the development and implementation of goals, objectives, policies, procedures, and work standards;
- Managing standards and quality assurance;
- Providing mediation, negotiation and conflict resolution;
- Effectively collaborating with others;
- Exercising business and political acumen;
- Exercising confidentiality;
- 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.

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.*