

Principal Advisor

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

Incumbents, as assigned, are responsible for providing policy direction and advice, and management oversight of cross-divisional projects and operational initiatives in support of the strategic objectives of the Executive Office, the Judicial Council, or other judicial branch entities. Incumbents may be responsible for supervising staff, as assigned.

Incumbents serve as high-level designated management advisors to the Administrative Director, including analytical support activities such as research, analysis preparation, data collection, and policy/procedure development, program or project management, and as the Executive Office liaison. Work is performed under the direction of the Administrative Director and also in support of the Chief Officers of the Executive leadership team. Incumbents are responsible for mission-critical confidential, strategic, and politically sensitive activities.

DISTINGUISHING CHARACTERISTICS

The Principal Advisor classification is distinguished from the Principal Manager classification in that the Principal Advisor provides management necessary to oversee and/or execute agency-wide initiatives on behalf of the Administrative Director.

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.)*

- Interacts as the primary contact on behalf of the Administrative Director with the Chief Justice, Judicial Council members, and office leaders 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.
- Acts as spokesperson on behalf of the Administrative Director and Chief Officers on policy and operational issues internally and externally.
- Executes assignments from the Administrative Director and Executive leadership team.
- Oversees the development and implementation of policies and procedures for the organization.
- Provides input on strategic and long-range organization planning efforts.
- Serves as recognized authority and designated subject matter expert for sensitive organization-wide projects as designated by the Executive Office or other judicial branch entity.
- Represents the Executive Office and agency-wide perspective, exercises decision-making initiative, and provides direction to interdivisional groups on behalf of the Administrative Director.

- Conducts research and analysis for special reports and assists in analyzing sensitive issues and data on behalf of the Administrative Director.
- Provides strategic communications counsel, advice, and implementation for the Administrative Director, the Executive Office, and/or other judicial branch entities.
- Creates and coordinates strategic communications on behalf of the Administrative Director with Judicial Council executive management and other 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.
- Liaises 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.
- Triage external and internal requests/inquiries and oversees the provision of timely, effective responses.
- Oversees Executive Office annual budget development and management.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of staff, as assigned.
- Recommends selection of staff; provides for training and development; conducts performance evaluations; and administers discipline, as required.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- 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 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 seven (7) years of experience in a directly related program or project coordination, analysis or research, and advising. *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;
- 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, practice, and methods of program administration and management;
- Communications principles and techniques;
- Conflict resolution and negotiation strategies;
- Supervisory principles, practices, and techniques;

- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Project management principles;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Applicable work rules and policies; and
- Modern office equipment.

SKILL IN

- Strategic planning and the implementation of organization policy objectives;
- Managing the development and implementation of goals, objectives, policies, and procedures;
- Managing work standards and quality assurance;
- Effective collaboration and conflict resolution;
- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Developing and motivating effective work teams;
- Developing and implementing goals, objectives, policies, procedures, and work standards with broad applications agency-wide;
- Overseeing quality assurance activities;
- Providing project management, organization, and logistics;
- Monitoring project schedules, status, and compliance;
- Facilitating group discussions and building consensus via persuasive reasoning;
- Facilitating meetings and group dynamics;
- 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 local and statewide 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.*