

## **Principal Manager 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 a highly responsible advanced management class. Incumbents, as assigned, are responsible for providing high-level management oversight of multiple units involved in 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. Incumbents make interpretive decisions on behalf of the organization regarding the means for executing the goals established by executive management subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the units managed.

Office leaders of smaller offices may be designated as Principal Manager I depending upon the scope, criticality, and consequence of error associated with the functions overseen. Designation of positions to the Principal Manager classifications 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.

An incumbent Principal Manager I is responsible for providing high-level management oversight to multiple units involved in 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; may serve as second-in-command for a Director in his/her absence.

An incumbent Principal Manager II is only designated in cases where the Administrative Director has determined that the Director of the office must be primarily outward focused demanding frequent interaction with high-level officials and other critical stakeholders external to the judicial branch for the purpose of furthering the mission and goals of the Judicial Council. Under these circumstances, the Principal Manager II is required to provide regular and ongoing oversight to the entire office including all units and functional areas.

### **DISTINGUISHING CHARACTERISTICS**

The Principal Manager class is distinguished from the Director in that the Director is responsible for applying advanced management principles to their respective office which performs a major function for the Judicial Council having critical impact on the public and the organization. Incumbents in the Director class exercise strategic and visionary thinking having long-term organization-wide application and impact and develop and implement programs critical 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.)*

- Administers units involved in functions with higher levels of risk to the organization while providing for the across-the-board management necessary to execute the process and projects of the organization.
- Serves in lieu of the Director, as assigned.
- Oversees the development and implementation of programs, policies and procedures for multiple units.
- Plans, organizes, administers, reviews, and evaluates the work of staff through subordinate managers and/or supervisors.
- Creates performance and development plans for direct reports, conducts periodic discussions about progress, prepares written performance evaluations; makes hiring, termination, and disciplinary decisions.
- Executes the assignments of executive management and the Judicial Council.
- Provides function-specific input to tactical, strategic, and long-range organization planning efforts.
- Serves as knowledge expert in the 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**

Principal Manager I

Bachelor’s degree, and six (6) years of professional analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least three (3) years of supervisory/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.*

OR

Master’s degree in a directly related field for the assigned discipline and three (3) 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 three (3) years of supervisory/management experience.

### Principal Manager II

Bachelor's degree, and seven (7) years of professional analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least three (3) years of supervisory/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.*

OR

Master's degree in a directly related field for the assigned discipline and four (4) 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 three (3) years of supervisory/management experience.

### **LICENSING AND CERTIFICATIONS**

- None

### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Managerial and supervisory principles;
- Principles, practices, and methods of assigned function(s) and/or unit(s);
- Principles, practices, and methods of public and business administration;
- Principles, practices, and methods of the administration of justice;
- Principles, practices, and methods of program administration and management;
- Principles, practices, and methods of 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.*