

**Principal Manager I/II, Attorney**

**JOB FAMILY DEFINITION**

This classification falls within the Legal Services Job Family encompassing a range of work in which incumbents are responsible for providing in-house legal counsel, legal/judicial education, and legal policy analysis to the Judicial Council and other judicial branch entities. The class 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 legal 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 Manager, Attorneys and/or multiple Supervising Attorneys in units consisting of Attorney IIs. 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.

An incumbent Principal Manager I, Attorney 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 Manager, Attorneys and/or multiple Supervising Attorneys.

An incumbent Principal Manager II, Attorney serves as second-in-command to the Director, Chief Counsel and acts as Chief Counsel in his/her absence. This position supports the Chief Counsel in leading the Legal Services office, mentoring Principal Manager I Attorneys and providing high-level oversight of the entire office. The Principal Manager II, Attorney works directly with the Chief Counsel in overseeing office-wide initiatives and projects, including long-range planning and resource allocation, and directly handles the most complex and sensitive legal matters. This position collaborates with the Chief Counsel to set and implement office-wide practices and procedures ensuring compliance with organizational goals and objectives.

**DISTINGUISHING CHARACTERISTICS**

The Principal Manager, Attorney class is distinguished from the Director, Chief Counsel in that the Director, Chief Counsel is responsible for serving as the chief legal advisor for organization-wide legal affairs providing legal advice and services to the Chief Justice, the Judicial Council and its staff and the judicial branch.

**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.
- Incumbents assigned to Principal Manager II, Attorney serve in lieu of the Director, Chief Counsel.

- 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, Attorney

Juris doctor, and six (6) years of post-bar experience as a practicing attorney, including at least three (3) years of increasingly responsible management experience.

##### Principal Manager II, Attorney

Juris doctor, and seven (7) years of post-bar experience as a practicing attorney, including at least three (3) years of increasingly responsible management experience.

#### **LICENSING AND CERTIFICATIONS**

- Current active membership with the State Bar of California prior to hire.

#### **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, practice, 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;
- Substantive and procedural principles of California and federal statutory and case law;
- Principles and methods of legal research and analysis;
- Principles and methods of legal writing;
- Rules of evidence and conduct of proceedings in California courts;
- Principles of administrative and constitutional law;
- Principles and methods of litigation management;
- 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;
- Applying legal principles and precedents to facts;
- Presenting statements of fact, law, and argument clearly, concisely, and logically;
- Managing litigation and legal strategy;
- Listening and considering different points of view;
- Building consensus and resolving conflicts;
- Effectively collaborating with others;
- Public speaking;
- 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.*