

Manager, Facilities Project Management

JOB FAMILY DEFINITION

This classification falls within the Facilities Project Management Job Family encompassing a range of work in which incumbents are responsible for providing the full scope of design and construction project management services for new and/or major large-scale modernization/renovation projects and/or multiple facility modification projects across the state, from inception through completion and occupancy. 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 utilized only within the Facilities Services office. Incumbents provide oversight of staff responsible for project management of major capital outlay and facility modification projects. Projects encompass all phases including site selection and acquisition, and design and construction. Positions provide technical guidance to staff responsible for the implementation of the entire design and construction process including the coordination of internal and external resources. Incumbents ensure assigned projects are successfully completed and that all program goals and objectives are met. Incumbents ensure that assigned staff carry out policies, procedures, and objectives developed by executive management.

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 within the project management function. 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 capital program construction project managers, involving multiple individual projects; or manages the most complex and sensitive projects.
- Oversees the development and implementation of programs, policies, and procedures for the units.
- Plans, organizes, administers, reviews, and evaluates the work of staff.
- 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 input to the tactical, strategic, and long-range organization planning efforts for the project management function.
- Serves as a knowledge expert in project management activities, overseeing, reviewing, and providing analyses and recommendations regarding function-specific and organization-wide issues.
- Exercises accountability for project management and related decisions.

- Prepares and administers budgets; monitors/approves expenditures; administers and oversees contracts and procurement activities.
- Oversees project procurement activities, site selection, design and construction, quality assurance, financial management, and closeout of projects.
- Attends required meetings; represents the project management 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, preferably in architecture, engineering, building engineering, or construction management, 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 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

Two (2) years in a supervisor class with the Judicial Council of California, or two (2) years of experience performing the duties of a class comparable in the level of responsibility to that of a supervisor in a California Superior Court or California state-level government entity, or two (2) years as a 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

- None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Managerial and supervisory principles;
- Principles, practices, and methods of architecture, engineering, and/or construction management;
- Principles, practices, and methods of Leadership in Energy and Environmental Design (LEED);
- Project management principles, practices, and methods;
- Architectural plans, engineering diagrams and reports;
- 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;
- Building systems, including, but not limited to, structural, mechanical, electrical, information technology, audio-visual, and security;
- Contract administration principles and the contracting process;
- Modern procurement;
- Cost estimating for construction, professional services and permitting;
- Quality assurance practices and methods;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Safe working practices, procedures, and regulations, 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 for construction projects;
- Understanding, applying, and advising others regarding architecture, construction and/or engineering methods and approaches;
- Providing mediation, negotiation and conflict resolution;
- Estimating project costs and time requirements;
- Developing/understanding contract language and conditions;
- 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, including overnight 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.*