

ASSISTANT DIVISION DIRECTOR

DEFINITION

Under policy direction, assists in directing the personnel and programs of a division of the Judicial Council; performs related work as assigned.

CLASS CHARACTERISTICS

This is an executive-level class in the Judicial Council. Incumbents assist the Division Director in managing division personnel and programs within organizational and policy confines while ensuring accomplishment of organizational and division goals and objectives. In addition, incumbents manage a program or unit of the division. This class is distinguished from Division Director in that the latter has executive responsibility to direct the personnel and programs of a division.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, administers, reviews, and evaluates the work of staff, often through subordinate supervisors.
- Creates performance and development plans for employees, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Oversees or provides for the selection, training, professional development, and discipline of staff.
- Plans, manages, reviews, and evaluates programs related to the functional area to which assigned, such as legislative advocacy; budget administration; human resources and management; qualitative and quantitative research and analysis; and trial court policies and procedures.
- Develops, administers, and monitors budgets of an assigned program or unit.
- Negotiates program policy and service agreements with state courts and other government entities.
- Works with committees in developing general Judicial Council policies, priorities, goals, and objectives and assists in their implementation as necessary.
- Assists the Division Director in the following areas:
 - developing and implementing goals, objectives, policies, procedures, and work standards for the division;

- developing, recommending, and implementing division programs in furtherance of Judicial Council policies and priorities;
- establishing division policies for the selection, training, professional development, evaluation, and discipline of staff;
- developing, administering, and monitoring the division's budget to meet assigned goals and objectives;
- developing Judicial Council and branch-wide policies, priorities, goals, and objectives and implementing them as necessary;
- representing the judiciary to internal and external customers, including the other branches of government, on issues pertaining to the division's functional areas.
- Acts as Division Director in his or her absence.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Principles and practices of budget development and administration.
- Principles and practices relating to the functional area to which assigned, such as legislative analysis and advocacy; budget administration; human resources and management; qualitative and quantitative research and analysis; or trial court policies and procedures.
- The California judicial system and court operations and procedures.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Manage programs and staff through subordinate supervision.
- Translate division goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the budget of the assigned area.
- Use initiative and independent judgment within general policy guidelines.
- Effectively negotiate program and policy service agreements with outside entities.

- Knowledgeably and effectively represent the judiciary on issues pertaining to the division's functional areas.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

Specific licenses may be required depending on particular area of expertise. Attorney positions require admission to the State Bar of California.

Education and Experience:

Equivalent to possession of a bachelor's degree and eight years of experience in the relevant field, including a minimum of three years of increasingly responsible management experience. Completion of graduate level college coursework in law, public administration, business administration, or other directly related field may be substituted for experience on a year-for-year basis (but not for the three years of management experience).

OR

Two years as a Manager or Senior Manager; or three years as a Supervising Analyst, Supervising Attorney, or other supervisory-level professional class with the judicial branch.