



THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF CALAVERAS



RECRUITMENT FOR:

Administrative Services Manager

Salary Range

\$3,358.56 - \$4,082.34 Bi-Weekly

\$87,322.48 - \$106,140.73 Annually

Opening Date: September 7, 2023

Closing Date: September 29, 2023

The Superior Court of California, County of Calaveras is seeking a highly motivated professional applicant to fill the position of Administrative Services Manager. This is an excellent opportunity for a detail-oriented, hands-on, exemplary leader with excellent communication skills who enjoys working in a small community.

About the Court

The court's mission is to provide equal access to justice for all and where we are committed to maintain and enhance the public's trust and confidence in the court system.

The court has two judges and one commissioner. The annual reporting budget is just over \$3.6 million for Fiscal Year 2022-2023. The court employs approximately 26 staff. In November 2013 the court moved into a new full-service courthouse which serves as the primary court facility for the Superior Court of Calaveras County. The court has 4 courtrooms in 44,600 square feet and offers a spacious working environment.

About the Position

Under direction of the Court Executive Officer, the Administrative Services Manager is responsible for the development, coordination, management and goal setting of the fiscal and human resource functions of the court, including direct supervision over staff. This position serves as a key member of the court's management team and as such performs complex analytical work and is responsible for developing and administering comprehensive programs and policies. This is a confidential, exempt, at-will, full-time position. Specific duties include, but are not limited to, the following:

- Plans, organizes, directs and coordinates directly and/or through subordinate staff the fiscal and human resource operations and functions of the court.
- Develops, implements, and interprets financial policies and procedures, and ensures they are in accordance with applicable laws, requirements, and governmental accounting and reporting practices.
- Prepares complex studies, projects and reports pertaining to financial planning, budget projections, and the protection of court assets while also overseeing the preparation of standard monthly, quarterly, and annual reports.
- Manages the functions of accounting, budgeting, payroll, purchasing, revenue, and financial information systems.
- Plans, organizes, and administers the court's comprehensive human resources program including recruitment, selection, classification, compensation, benefit planning and administration, personnel transactions and records, equal employment opportunity, labor relations, safety, and workers compensation.
- Develops, implements, and interprets court human resource policies, programs, and procedures; and consults with and advises managers and supervisors of their human resource management responsibilities and the application of court personnel policies, standards, and procedures.
- Assists executive management in collective bargaining negotiations with employee organizations.

- Oversees the discipline and grievance processes, and the performance management program.
- Develops, implements and monitors compliance with the court's risk management, safety, and equal employment opportunity programs.
- Performs direct supervisory duties, including hiring and training of staff, assigning work, conducting performance evaluations, participating in disciplinary actions, and resolving employee grievances.
- Conducts administrative studies to evaluate effectiveness, define problem areas, and develop recommendations for solutions.
- Related duties as required.

Knowledge, skills, and abilities

- Principles and practices of effective management, including goal setting, employee development, and the supervision of employees.
- Considerable knowledge of general office and court procedures.
- Ability to interpret and explain related laws, policies and procedures; analyze situations and resolve through application of policy.
- Principles and practices relating to court operations, such as legislative analysis and advocacy, budget administration, human resources management, qualitative and quantitative research and analysis, or trial court policies and procedures.
- Problem-solving and conflict resolution methods and techniques.
- Laws relating to employment and labor relations.
- Principles of administration, budget and grant accounting.
- Safety issues and principles of risk management.
- Facilities troubleshooting and maintenance; regulations and procedures governing building maintenance and safety.
- Court procedures for contract administration and procurement.
- Ability to manage programs and staff; develop and implement goals, objectives, policies, procedures, and work standards.
- Develop effective work teams and motivate individuals to meet goals and objectives.
- Establish and maintain effective working relationships.
- Use tact and discretion, initiative and independent judgment, and apply problem-solving and conflict resolution methods and techniques.
- Communicate effectively in English, orally and in writing; interpret and explain related laws, policies and procedures.

Qualifications

Equivalent to graduation from an accredited college or university with a bachelor's degree in accounting, finance, personnel management, business or public administration or a closely related field. Additional years of experience working in a State Trial Court related position may be substituted for the education on a year for year basis. Any combination of experience and education that would provide the required level of knowledge, abilities and certifications is qualifying.

This position will require an individual to sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, and FAX machines. Must tolerate exposure to defendant's and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people. Physical ability to lift and carry objects weighing up to 30 pounds without assistance.

Compensation & Benefits

- Annual paid time off is based on years of service and starts at 22 days. Prior public employment can be considered in calculation rate at time of hire.
- 5 days of management time off per year.
- 13 paid holidays (scheduled) per year and two paid floating holidays per year.
- Medical, dental and vision insurance plans; as well as 457 pre-tax or after tax (Roth) plan options.
- Membership in CalPERS at 2% at age 55 for classic members and 2% at age 62 for new members.
- Retirees that have five years of service and meet other CalPERS regulations are eligible to continue using a court provided health insurance plan.
- IRS section 125 cafeteria plan that includes flexible spending account, dependent care account, and optional insurance elections.

How to Apply

Submit a completed Court application, cover letter, and resume via email, mail, or deliver your application materials to:

Calaveras Superior Court
400 Government Center Drive, San Andreas, CA 95249
Attn: Atul Bector, Human Resources
Email: atul.bector@jud.ca.gov
Telephone: 209-754-6140

Applications may be obtained from the Court's website:

<https://www.calaveras.courts.ca.gov/general-information/career-opportunities>

Applications are due by 11:59 p.m. on September 29, 2023.

Application packets will be evaluated to select the best qualified candidates to continue in the selection process.

This is an at-will position, serving at the pleasure of the court. The Superior Court of California, County of Calaveras is an equal opportunity/ADA employer.