

The CEO Position

Acting under the direction of the Presiding Judge, the Court Executive Officer/Clerk of Court/Jury Commissioner is responsible for overseeing the management and administration of the nonjudicial operations of the Court and allocating resources in a manner that maximizes efficiency in court operations and enhances service to the public.

Under the direction of the Presiding Judge and in conformance with legal responsibilities, the Court Executive Officer must perform the following duties:

Budget Management - Make recommendations to the Presiding Judge as to budget priorities; prepare and implement court budgets, including payroll, accounting and financial controls; employ sound budget and fiscal management practices and procedures to ensure that annual expenditures are within the Court's budget; develop long and short term strategic financial plans for funding costly items such as case management systems, new facilities and facility upgrades, salary and benefit cost increases, etc., and managing financially during times of reduced funding.

Calendar Management - Supervise and employ efficient calendar and case flow management systems, including analyzing and evaluating pending caseloads and recommending effective calendar management techniques.

Contract Management - Oversee the negotiation of contracts on behalf of the Court in accordance with established contracting procedures and applicable laws.

Court Security - In conjunction with the Fresno County Sheriff's Department, develop and implement a security plan for the Court which provides a safe environment for Court employees and members of the public.

Facilities Management - Plan current and future court facility and space needs. Work with architects, contractors, subcontractors, vendors, interior planners, landscape architects, maintenance workers, artists, art foundations, etc. in the creation of new facilities or modification, maintenance or upgrade of existing facilities.

Jury Management - Manage the Court's jury system, and use of the public's time and resources, in the most efficient and effective way.

Leadership - Provide leadership and guidance to Court employees, creating an environment of positive energy, creativity, and problem solving in all interactions and projects. Lead by example and encourage others to excel in all aspects of the performance of their positions and always with the goal of providing outstanding service to the public.

Personnel Management - Provide general operational and administrative direction to and supervision of Court employees. Maintain and oversee the administration of a personnel plan, compensation and benefits, job classification, recruitment, selection, training, development and promotion of employees, discipline and removal of Court employees consistent with State statutes and California Rules of Court. Oversee labor negotiations.

Public Relations - Represent the Court in matters involving the media, community organizations, educational institutions, and other State and local governmental agencies. Provide a clearinghouse for news releases and other publications for the media and public.

Records Management - Manage uniform record-keeping systems, collect data on pending and completed judicial business and internal operations as required by the Court and the Judicial Council.

Technology Management - Develop and implement a court wide strategic technology plan. Analyze, evaluate, and implement new and improved technological and automated systems to assist the Court in its business and to provide improved public access and service.

Ideal Candidate

The ideal candidate has a demonstrated knowledge of the organization and functions of California State Government including the judicial, legislative, and executive branches; principles, practices, and trends of public and judicial administration; principles and practices of policy formulation and development; State and local court rules and regulations relating to criminal and civil case processing.

Other key qualifications include: Experience in positive leadership, operational and strategic planning, policy formulation, budget development, personnel management, labor relations, document/case record management, and current technology.

Minimum Qualifications

A Bachelor's degree from an accredited college or university in public administration, business administration, court administration, or related field and at least five years of progressively responsible experience in court management or the administration of a large public agency.

Desirable Qualifications:

A Master's degree and/or certificate from an accredited college or university in public or judicial administration, business administration, or a Juris Doctorate degree.

Salary & Benefits

The salary for this position is up to \$175,000 per year dependent upon qualifications. The CEO will be expected to take any permanent or temporary salary reductions that are imposed on the Court's largest bargaining unit. A mandatory furlough program of 96 hours exists for the current fiscal year. Candidates should be prepared to take a prorated temporary salary reduction for the remainder of this current fiscal year.

Holidays – Twelve paid holidays in 2013.

Annual Leave – Fifteen paid days (120 hours) of vacation/sick time per year initially, with accruals that increase incrementally based on years of service.

Administrative Leave – Ten paid days off (80 hours) per calendar year. Administrative Leave does not accrue from year to year nor can it be cashed out in lieu of taking time off.

Retirement – The Fresno Superior Court participates in the Fresno County Employees' Retirement Association (a 1937 Act system), based on a formula by the number of years of service, age, and salary at retirement. Employees hired after December 31, 2012 will be subject to the requirements of the California Public Employees' Pension Reform Act of 2013.

Health Benefits – Full-time employees and their eligible dependents qualify for vision, dental, and health insurance. The Court offers multiple health plans including HMOs, PPOs, and two HSA compatible HDPPOs. The Court contributes up to \$6,500 and \$2,600 per year for the employee's individual and dependent health benefit costs, respectively.

Other Benefits – Management employees receive a Court-paid \$50,000 life insurance policy and a long-term disability policy. Employees may elect to participate in deferred compensation, credit union, supplemental life insurance, and flexible spending. All Court employees may purchase insurance from Liberty Mutual and have the premiums deducted from their check. An Employee Assistance Program is also provided.

How to Apply

To be considered, applicants are asked to submit a resume, a completed Court application, and answers to each of the four supplemental questions included in the application:

1. Please describe your education, skills and qualifications that make you the ideal candidate for this position.
2. Please describe your experience in the area of labor relations. In your response, please highlight your duties and responsibilities in the areas of labor negotiations; interpreting and enforcing Memoranda of

Understanding, managing grievances, Unfair Labor Practice Charges, and arbitrations; and developing personnel policies and procedures.

3. A Court Executive Officer is required to provide leadership and guidance on budget development and administration. Please describe your experience with court budgets and/or related finance experience.
4. A Court Executive Officer is required to manage and direct a myriad of projects. Please describe your experience with managing projects and, if possible, give an example which highlights your ability to think creatively and problem solve.

Applications may be obtained from the Court's website (www.fresnosuperiorcourt.org) or by calling (415) 865-7521.

The Court application must fully identify former positions held and job titles, names of the employer organization, dates of employment, salary at the end of work, and a description of duties performed, including management responsibilities and the number of employees supervised/managed. Resumes will not be accepted in lieu of completed applications. Applicants are asked to limit responses to the Supplemental Questionnaire to one page per question.

Complete application packets may be sent via email to: Angeline.O'Donnell@jud.ca.gov. Applicants are asked to limit submissions to a single email if possible. Application materials may also be mailed to:

**Administrative Office of the Courts
Human Resources Office
ATTN: Angeline O'Donnell
455 Golden Gate Avenue
San Francisco, CA 94102**

Applications must be received by 5:00 p.m. on Monday, February 4, 2013.

First round interviews are tentatively scheduled for Thursday, February 21 and/or Friday, February 22, 2013. Finalists will be asked to attend a second round interview tentatively scheduled for Friday, March 1, 2013.



Our Court Mission Statement

The Superior Court of California, County of Fresno, will serve the community and enhance public trust and confidence in the administration of justice through:

- The impartial and timely resolution of disputes,
- Ensuring compliance with the law and court orders, and
- Fostering a vital court-community relationship that promotes equal access to the courts.

Fresno Superior Court

The Fresno Superior Court has three courthouses in the heart of the downtown Fresno area: the “Main Courthouse”, which has 26 courtrooms dedicated to criminal matters and 2 courtrooms to Juvenile Dependency matters; the new “B.F. Sisk Courthouse” which has 15 courtrooms dedicated to civil, family law and support, and probate matters; and the new “M Street Courthouse” with 5 courtrooms within the building primarily dedicated to traffic matters. The Court also has 2 criminal hearing courtrooms at the Main Jail Annex, also in the downtown area. Finally, the Fresno Superior Court has the new 4 courtroom Juvenile Delinquency courthouse on the edge of the Fresno City limits. The Court currently has 42 judges and 7 subordinate judicial officers, as well as over 450 employees that serve the needs of the community.

Court Budget

The Court’s budget, roughly \$51,000,000 per year, is comprised of funding from several different sources – the State trial court trust fund, local revenues, and other (non-State) revenue. Eighty percent of the Court’s budget pays for the salaries and benefits of its approximate 450 employees. The remaining goes toward general operating costs.

Awards and Grants

Those working within the Court pride themselves on their drive for innovation and creativity. The Fresno Superior Court has won many awards including the KLEPS award for its Keep Kids In School (KKIS) program, the Spanish-Speaking Self-Help Center, the After Criminal, Traffic, Infraction One-stop Network (ACTION) Center, and the multi-court collaborative Transcript Assembly Program

(TAP). The Kleps Award is the highest award given to state courts each year by the California Judicial Council.

The Fresno Superior Court has also been successful in its numerous grant awards and collaborative programs – with one of the most recent being for a \$1.031 Million three year Drug Court Grant of which only 18 courts were funded out of 240 national applicants. The Court also successfully participated in collaborative grants relating to Elder Abuse, Domestic Violence, Access to Higher Education for Foster Kids, and Juvenile Delinquent Victim Offender Reconciliation Program, to name but a few.

Fresno County

Located in the central San Joaquin Valley, and with a population of nearly 1,000,000 people, Fresno County is the 10th largest county in California and houses the 5th largest city (Fresno). This dynamic city is the hub of a region rich in heritage, resources, and people. Over 80 different



nationalities are represented by its residents.

The region is number one in agricultural production in the nation, known for an abundance and variety of produce and a rapidly growing export oriented food processing industrial base. Fresno's location, very near the geographical center of California, places the city a comfortable distance from several of the major recreation areas and urban centers in the state. Just 60 miles south of Yosemite National Park, it is the nearest major city to the park. Likewise, there are three other National Parks within 75 miles of Fresno, making it a great place for outdoor enthusiasts.



Fresno is also home to three large public parks, Woodward Park, which features the Shinzen Japanese Gardens,



numerous picnic areas and several miles of trails; Roeding Park, near Downtown Fresno, is home to the Fresno Chaffee Zoo, and Rotary Storyland and Playland; and Kearney Park is the largest of the Fresno region's park system and is home to historic Kearney Mansion and plays host to the annual Civil War Revisited, the largest reenactment of the Civil War in the west coast of the U.S.



Fresno also offers nearby lakes for boating and swimming, and ski resorts to enjoy during the winter months. A strong fan base supports the local home teams of the Fresno State Bulldogs and the Grizzlies Triple-A minor league baseball team. Fresno boasts an extensive medical community, including a University of California training facility.

