

**SUPERIOR COURT OF CALIFORNIA**  
**COUNTY OF SANTA CRUZ**



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**JOB RECRUITMENT**  
**COLLABORATIVE COURTS**  
**MANAGER**

**APPLICATION DEADLINE:**

**JUNE 16, 2017 @ 5 PM**

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## About the Position



Under general direction, plans, organizes, and manages the grants, programs and court staff associated with the Court's Collaborative Courts program. This position is grant funded and continues so long as funding is available. This single position classification is full-time and is Exempt from the Fair Labor Standards Act.

The incumbent will be based at the Santa Cruz court facility. The position requires occasional work in Watsonville as well as a variety of other locations.

## About the Court

It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law, and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 12 judges, two commissioners, and approximately 130 staff, with an annual budget of approximately 15 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the new Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

## About Santa Cruz



Santa Cruz County has 249,705 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine

300 days a year. There are four incorporated cities within Santa Cruz County. The City of Santa Cruz, with a population of 54,262, is the largest city in the county. Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with a multitude of cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, etc.) provide a wealth of leisure activities.

## Representative Duties

This is a management position responsible for writing grants to obtain funds for specialty courts associated with Collaborative Courts, for developing and writing policies and procedures and for coordinating and managing the activities of the specialty courts.

The incumbent has full supervisory responsibility for the classifications, including but not limited to, Court Case Manager and Court Program Coordinator.

## Requirements

- Possession of a Bachelor's degree in business administration, criminal justice, public administration, or closely related field from an accredited college or university.
- At least one year of experience within the Judicial Branch or county probation.
- The equivalent of one year of full-time program management experience including contract management.
- Education Substitution: additional relevant experience may be substituted for the education requirement on a year-for-year basis
- \*At least one year of experience supervising staff or programs is highly desirable but not required.

### Special Requirements:

- May be required to possess or obtain by appointment date a valid California driver's license issued by the State Department of Motor Vehicles.
- Must be willing to work outside regular business hours, as needed.
- Must be willing to travel, as needed.

## Knowledge of

- Court procedures and practices;
- Principles and practices of personnel supervision;
- Grant or report writing skills; and
- Basic functions of Excel or similar software.

## Ability To

- Understand, interpret, and explain laws, regulations, and policies governing Collaborative Court program operations and assure compliance;
- Develop and implement operational procedures;
- Make decisions and independent judgments;
- Demonstrate tact and diplomacy;
- Collect and analyze data to establish/identify needs, evaluate program effectiveness and/or draw logical conclusions and make appropriate recommendations;
- Develop program goals and objectives;
- Prepare narrative and statistical reports;
- Supervise and evaluate the work of others and recommend disciplinary action, when necessary;

- Secure cooperation and teamwork among justice partners;
- Organize and prioritize work assignments;
- Make arithmetical and statistical calculations;
- Use proper grammar, spelling, and punctuation;
- Research regulations, procedures and/or reference materials relating to Collaborative Courts programs;
- Ability to communicate effectively with people of diverse socio-economic backgrounds and temperaments;
- Meet deadlines;
- Use excellent oral and written communication skills; and
- Maintain confidentiality of information.

## Working Conditions

The office environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions with frequent deadlines and expectation to produce high-quality work under limited time constraints. Incumbents may encounter individuals who are angry or suffer from psychological impairments. The ability to deal effectively with a diverse population of people and to work independently as well as closely with others is required.

## Essential Functions

- Responding to opportunities at the state and federal levels to obtain grant funding.
- Ensuring adherence to grant guidelines and compliance with funding requirements.
- Monitoring program budgets and preparing required financial reports.
- Researching and gathering statistical information for program reports.
- Developing and implementing policies and procedures for specialty courts.
- Performing supervisory duties, including participating in the hiring and training of staff, assigning work, conducting performance evaluations, participating in disciplinary actions, and resolving employee grievances.
- Reviewing and approving/denying absence requests and time cards for subordinates.
- Managing contracts with treatment providers and other vendors.
- Negotiating, developing and maintaining various types of service contracts, contract terms and conditions related to the programs; monitoring billing and compliance with service levels.
- Conducting audits of providers' services.
- Reviewing and analyzing justification for new and expanded contracts.
- Reviewing, interpreting, analyzing, applying and implementing new legislation to determine effects on programs.
- Performing other related work as required by business needs. (Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)

## Selection

Only those candidates who submit a completed application packet (application and resume) and the supplemental questions by 5 p.m. on Friday, June 16, 2017, and who meet the minimum qualifications will be considered for the position. Each candidate's application, resume, and responses to the supplemental questions will be scored and ranked.

The top candidates will be selected for interview by the hiring manager. Interviews will be conducted on Tuesday, June 20, 2017.

The court reserves the right to modify the above outlined selection process based on the size of the qualified applicant pool.

## Compensation and Benefits

The position of Collaborative Court Manager is classified as exempt and is paid according to the following salary range:

**Collaborative Courts Manager**  
**\$37.01 to \$46.83/hourly**

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

## Application Materials

Applications are available on our website: <http://www.santacruzcourt.org> (by clicking the link to "Employment"). For additional information please email us at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or call (831) 420-2275. Hearing impaired TDD# (831) 429-5514. Application packets can be emailed to [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or mailed to the following address:

Superior Court of California, County of Santa Cruz  
Human Resources Department  
701 Ocean Street, Room 110  
Santa Cruz, California 95060

## Supplemental Questions

Applicants for this position must complete the following supplemental questions in addition to submitting an application packet (application and resume). Your responses will help provide information about your experience and background as it relates to this position and may be used in the selection process.

1. Please tell us about how your education, job skills and experiences qualify you for this position.
2. Describe any experience you have working with community based non-profits, courts or in public interest offices.
3. Describe your experience working with multi-disciplinary teams and specifically, experience with Forensic partners, i.e. Courts, Probation, Law Enforcement and/or Corrections.
4. Please explain situations where you have managed other staff, and/or programs? What did you enjoy about supervising and what do you find challenging?
5. Describe your management style as it relates to the court or other government agencies. How do you manage people to provide direction and ensure teamwork?
6. Explain the phrase “work ethic”, describe your work ethic.
  
7. Why do you want this position and why do you think you are the best applicant?

Please type or print your responses to the following questions. Please be concise and specific yet thorough enough to convey your capabilities. Please limit your responses to no more than four pages. Neatness, clarity of expression, and ability to follow instructions will be considered in the evaluation process.