



# *Superior Court of California*

## *County of San Francisco*

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

## **EMPLOYMENT OPPORTUNITY**

### **CHIEF OPERATIONS OFFICER (Unified Family Court)**

(Class Code 192C)

The Superior Court of California, County of San Francisco, invites applications from experienced administrators/managers (preferably from a family related or social services background) interested in directing the Unified Family Court, which includes the court divisions in family law, juvenile dependency and juvenile justice (formerly delinquency).

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

**FINAL FILING DATE:**      **12:00PM, May 9, 2024**

**COMPENSATION:**      \$5,306.98 to \$6,451.57 biweekly (\$137,982 to \$167,741 annually)

The Court offers a generous flexible benefits program which includes a variety of health, dental, life insurance plans, and other benefit options; a contributory retirement plan; paid vacation, sick leave, floating holidays and holiday pay; and a deferred compensation savings program.

#### **POSITION OVERVIEW**

Under the administrative direction of the Supervising Judge of the Unified Family Court and the Court Executive Officer, the Chief Operations Officer of the Unified Family Court serves as a member of the executive management team; plans, organizes, directs, and manages the functions, operations, and services of the Unified Family Court, encompassing Family Court Services including family and dependency mediation services, the office of the family law facilitators, and the Unified Family Court operations unit; provides supervision, training, and work evaluation for assigned Court management and subordinate supervisory staff; develops work methods and procedures; develops and implements procedural and policy changes in conjunction with other members of the executive

management team; coordinates budget, personnel and other administrative activities within the Unified Family Court; and performs other job related duties as required.

Work is performed in an office and courtroom environment with continuous contact with judicial officers, attorneys, staff, justice partners, community-based organizations, and the public.

Typical Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **REQUIRED QUALIFICATIONS**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of responsible experience performing a variety of administrative and court support work, including at least two years at a full supervisory level and one year in a managerial position directing functions related to the delivery of services to children, youth and families in a court setting, a social service agency, legal services, or a closely related field.

### **DESIRABLE QUALIFICATIONS**

Five plus years of supervisory level experience and three plus years of managerial experience highly desirable.

Experience in family, juvenile, and/or dependency law strongly preferred.

A post graduate degree from an accredited college or university in psychology, social work, marriage/family/child counseling, law, public administration, nonprofit administration, or closely related field is strongly preferred.

#### **Knowledge of:**

- Principles of program planning and evaluation.
- Principles of management, supervision, training, and employee evaluation.
- Principles and methods associated with mediating family disputes, children's issues and conducting child custody mediations and evaluations.
- Procurement processes of government and foundation funding, including grant development.
- Public and community relations issues related to family and children's issues.
- Fiscal and financial record keeping.
- Budget development and expenditure control.

Ability to:

- Plan, organize, administer, manage, and coordinate the functions, operations, and services of the Unified Family Court.
- Supervise, direct, motivate, and evaluate the work of employees with diverse assignments to better deliver services to families and children.
- Serve as an effective member of the Court executive management team.
- Perform a wide variety of complex and specialized administrative and support work.
- Interpret, explain, and apply a variety of codes, statutes, policies, rules, procedures, instructions, and regulations, related to Court functions and courtroom proceedings.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Analyze complex technical and administrative problems, and evaluate alternatives.
- Prepare clear, concise, and accurate records and reports to the Supervising Judge, the Chief Executive Officer, and the Presiding Judge.
- Effectively represent the Superior Court of California, County of San Francisco, in answering questions; responding to inquiries; providing assistance; and dealing with concerns from judicial officers, litigants, jurors, attorneys, the general public, community organizations, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Maintain confidential information when required by legal or ethical standards.
- Manage and oversee all grant funding obtained by the Superior Court involving the Unified Family Court.

**HOW TO APPLY**

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the online application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted. **All applications must be submitted by the final filing date and time indicated in this announcement.**

## **SELECTION PROCESS**

### **Initial Screening:**

Complete application packages received by the final filing date and time will be evaluated to determine if applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

### **Oral Interview:**

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job-related areas. If interviews are scheduled, it is anticipated that they will be held in May 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on the employment application.

## **OTHER APPOINTMENT INFORMATION**

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number, and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

*For questions on the above information, contact the Human Resources Office  
of the Superior Court of California, County of San Francisco,  
(415) 551-0381.*

*This announcement and the online application are available at  
<https://sf.courts.ca.gov/general-information/human-resourcesemployment>.*