

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



**JOB RECRUITMENT**

**Collaborative Courts Manager**

**APPLICATION DEADLINE:**

**August 13, 2021 at 5:00 pm**



### About the Position

Under general direction, the incumbent plans, organizes, and manages the grants, programs and court staff associated with the Court's Collaborative Justice System program. This position is currently 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 at 701 Ocean Street. In addition, 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 service to the public. The court consists of 12 judges and approximately 120 employees, with an annual budget of more than 17 million dollars.

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

### About Santa Cruz



Santa Cruz County has 275,897 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: Santa Cruz, Watsonville, Scotts Valley and Capitola.

### Representative Duties

This management position is responsible for seeking, overseeing and implementing both state and federal grants to support court programs associated with the Collaborative Justice System(CJS). The incumbent will require the skills and abilities necessary to plan, develop, and implement complex written policies and procedures and coordinate and manage the CJS program's broader activities.

The incumbent has full supervisory responsibility for the classifications that are assigned to support CJS, including but not limited to, Court Clinician, Court Case Manager(s) and Court Coordinator.

### Requirements

- Possession of a Bachelor's degree in business administration, criminal justice, public administration, psychology, social work, or a closely related field from an accredited college or university.
- At least two years working with people struggling with mental health, substance use, homelessness or co-occurring disorders.
- The equivalent of one year of full-time grant or contract management experience.
- 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.
- At least one year of experience within the Judicial Branch or county probation is highly preferred.

### 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 using a personal vehicle.

### Knowledge of

- Criminal court procedures and practices, including some knowledge of collaborative court principles and practices as well as knowledge of the criminal justice system;
- Principles and practices of effective personnel performance management;
- Mental health, substance use disorders, and co-occurring disorders;
- Grant and report writing skills;
- Concepts related to financial controls for effectively managing the financial aspects of a program that is supported by grants; and
- Basic functions of Microsoft Excel, Word, PowerPoint, Outlook or similar software.

### Ability To

- Understand the role of the Court in the larger criminal justice system context integrating program goals with the overall mission, vision, and values of the Court;
- Exercise exemplary conduct and adhere to a code of ethics that conveys values of impartiality, equity, and fairness in a way that promotes integrity and respect for the work performed by the court;
- Effectively manage clinical programming and staff;

- Establish and maintain strong collaborations with community treatment organizations and justice partners;
- Understand, interpret, and explain complex laws, regulations, and policies governing Collaborative Court program operations and assure compliance;
- Develop and implement operational procedures;
- Exercise sound decision making 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 and achieve program goals and objectives;
- Prepare narrative, statistical and financial reports;
- Supervise and evaluate the work of others and recommend disciplinary action, when necessary;
- Secure cooperation and teamwork among judicial officers, court staff and justice partners;
- Organize and prioritize work assignments with competing deadlines;
- Make arithmetical and statistical calculations;
- Use proper grammar, spelling, and punctuation in written and oral communication;
- Research regulations, procedures and/or reference materials relating to Collaborative Courts programs and criminal procedure;
- Ability to communicate effectively with people of diverse socio-economic backgrounds and temperaments;
- Meet deadlines;
- Conduct presentations and trainings for both small and large groups in a professional setting; and
- Maintain confidentiality of sensitive information.

### **Working Conditions**

The office environment is professional, generally clean inside buildings with some exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectations 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 work independently as well as closely with others is required.

### **Essential Functions**

- Oversee clinical aspects of collaborative courts using best practices and implementing grant requirements.
- Collaborating with community organizations and justice partners.
- Conduct ongoing fidelity checks for motivational interviewing, trauma-informed care, and collaborative court principles throughout the specialty courts.
- 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 collaborative 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 timecards 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 program; 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 5:00 pm on Friday, August 13, 2021, 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 interviews by the hiring manager. 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**  
**\$84,143.54 to \$106,468.44/annual**

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 the court's Human Resources Division for more specific benefits information.

## Application Materials

Applications are available on our website: <http://www.santacruzcourt.org> (by clicking the link for "Employment"). For additional information, please email the Court at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or call (831) 420-2275. The hearing impaired TDD# is (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

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.

**\*\*Supplemental Questions are on the next page\*\***

## 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 related to this position and may be used in the selection process.

1. Please tell us how your education, job skills and experiences qualify you for this position.
2. Describe the experiences you have working with community-based non-profit organizations, courts, or other public interest offices.
3. Describe your experience working with multi-disciplinary teams and, specifically, experience with Forensic partners, i.e., courts, probation, law enforcement, or corrections.
4. Please explain situations where you have managed other staff 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. For example, how do you manage people to provide direction and ensure teamwork?
6. What is your experience working with people struggling with mental health, substance use, homelessness or co-occurring disorders?
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.