



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**

**JOB ANNOUNCEMENT  
#15-16**

**Court Information Technology Director  
Open Recruitment**

**Filing Deadline: March 25, 2016 Annual Salary Range: \$109,033.60 - \$132,641.60**  
**4:30 p.m. Actual Receipt**

**DEFINITION:**

Under administrative direction of the Court Executive Officer or designee to plan, organize, integrate and manage the work of the Information Technologies Division; responsible for design, development, implementation and maintenance of comprehensive technology services to support achievement of the Court's mission and business, operating and judicial objectives; serves as an expert professional resource and provides advice and assistance to the Court executive management, judicial officers and committees on the uses of technology to meet management and operating needs; participates in formulating long-term plans for technology services and development of policies, standards and methodologies to enhance their effectiveness.

**EMPLOYMENT AT-WILL:**

The Court Information Technology Director classification is established as an "at-will" position and, as such, the incumbent serves at the direction of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in the position of Court Information Technology Director at any time, with or without advance notice or cause.

**DISTINGUISHING CHARACTERISTICS:**

The Information Technology Director is a hands-on working manager who exercises leadership over all major department functions; setting priorities for the deployment of information technology to carry out the goals and objectives of Court. This position is expected to assist staff with any information technology related work requests and projects.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.**

1. Develop and implement goals and objectives for assigned unit
2. Directs the development and implementation of policies and procedures, and work standards of the assigned unit in alignment with the courts goals and objectives
3. Develop, recommend, and implement strategic information technology programs that support or enhance court priorities
4. Plan, manage, review, and evaluate court-wide programs related to the assigned functional areas
5. Monitors, reviews and ensures that all court systems, including the case management system, perform effectively to support court operations in the most efficient manner

6. Plan, manage, review and evaluate projects relating to technologies and/or systems or others assigned by Court Executive Officer or designee
7. Analyze financial impact of activities for assigned areas and provide input into budget planning and preparation processes
8. Prepares and administers the annual budget requests and justifications for the information technology unit including planning for future technologies and systems
9. Regularly evaluates and reviews programs, policies, and service agreements as it relates to information technology support services to ensure maximum effectiveness and efficiency. Identifies existing resources and the need for new or different tools or processes. Ensures the integrity of the case management system
10. Participates as part of the senior management team in resolving critical issues within the information technology unit and the integration of technology as it relates to administrative and operational programs. Represents the court to external entities and other government agencies
11. Represents the Court when requested by the Court Executive Officer in dealings with the Judicial Council, the County, vendors and contractors; participates in local, state organizations and committees for planning and research activities related to IT
12. Tracks State and Federal legislation that may influence court information system policies and procedures
13. Conducts special studies on behalf of the court and makes recommendations on information systems policies and procedures
14. Supervises subordinate staff within assigned unit; selects, trains, evaluates, disciplines staff; and resolves complex administrative and personnel problems
15. Creates performance and development plans for direct reports, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses with appropriate staff
16. Regularly reviews assigned units work activities to ensure maintenance of work volume and standards and to also identify trends; monitors individual work activities to evaluate performance; discuss job performance problems with employees in order to identify causes and issues and to work on resolving problems in a timely manner and recommend appropriate action
17. Participate in recruitment, interviewing, and selection of employees; train and instruct employees in job duties and court policies, or arrange for training to be provided. Prepare and issue work schedules, deadlines, and assignments to staff; review and approve requests for time off which are submitted by staff; consult with managers and other personnel to resolve problems in areas such as equipment performance; participate in the work of staff in order to facilitate productivity or to overcome difficult aspects of work
18. Appraises employee performance, conducts counseling on work issues, recommends and administers discipline to staff as required
19. Attend training as offered and/or directed
20. Travel to off-site courts, as directed
21. Perform any and all duties as detailed in other Information Technology classification specifications, as needed
22. Maintain professional appearance and demeanor

### 23. Other duties as assigned

#### **Supervisory Duties:**

- Direct supervision of court division personnel as assigned

#### **MINIMUM QUALIFICATIONS**

##### **Necessary Employment Standards**

##### Knowledge of:

- Management principles and practices, including goal setting
- Supervisory principles, practices and techniques; management of employees through multiple levels of supervision
- Management practices pertaining to human resources, employee development and budgeting
- Principles, methods, materials and equipment used in electronic communications and data processing systems
- Program and/or project planning, development, implementation and evaluation practices
- Case management systems, analytical methods and statistical techniques
- State and Federal rules and regulations affecting communications and data equipment in a public sector environment
- Operation of personal computer and use of job specified computer applications
- Principles and techniques of preparing a variety of oral and written communications
- English Language Arts: correct spelling, grammar, and punctuation

##### Skill/Ability to:

- Institute effective changes
- Establish and maintain effective working relationships
- Supervise the work of subordinate staff
- Identify and resolve management issues
- Develop assigned units expectations relating to service delivery and individual performance
- Evaluate program effectiveness; develop and implement operational change to support strategic efforts, respond to legislative change and improve efficiency/effectiveness
- Develop and conduct independent research projects, review literature and prepare reports
- Prepare concise reports and verbal recommendations on complex issues; make formal verbal and written presentations
- Provide leadership on policy issues; gain consensus on issues both internally and externally
- Maintain confidential information in accordance with legal standards and/or other regulations
- Obtain valid California Driver's License or self-arranged transportation between courts, storage facility, etc., if required. Driver must have acceptable driving record.
- Successfully complete fingerprinting and Criminal Record Background Check
- Be dependable, punctual and have good attendance

##### Desired Knowledge, Skills and Abilities:

- California judiciary system and court operations and procedures; legislative processes; problem solving and conflict resolution methods and techniques
- Structure, function and role of Judicial Council and Administrative Office of the Courts
- Wide variety of applications and technology as it relates to a court: case management software, justice partner interfaces, document management systems, electronic recording equipment
- Service oriented, web services and cloud based architecture
- Business Process Management, system analysis and project management methodologies, procedures and techniques
- Technology in facility design
- Telecommunications architecture, deployment and maintenance
- Audio/video/voice technologies: presentation equipment, programmable amplifiers, video conferencing, etc.

- Network and failure analysis
- Security analysis and remediation
- Business continuity planning
- Systems, service and applications monitoring architecture
- SAN architecture
- Voice-over-IP architecture and troubleshooting

## **EDUCATION AND EXPERIENCE REQUIRED**

### **Education:**

- Graduation from an accredited college or university with a Bachelor's degree in computer science, information technology, business administration or closely related field

### **Experience:**

- Four (4) years of progressive management responsibility and accountability for coordinating, monitoring and reviewing information systems and projects including two (2) years of supervisory experience
- A Master's degree may be considered in lieu of two (2) years of progressive management responsibility for coordinating, monitoring and reviewing information systems and projects

### **License, Certification and/or Special Requirements:**

- A valid class C California driver's license required or self-arranged transportation. Driver must have an acceptable driving record. The requirement will be reviewed on a position basis in accordance with ADA regulations.

## **ESSENTIAL PHYSICAL AND MENTAL DEMANDS**

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **Physical Ability:**

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 40 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level

- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

The Superior Court of California, Merced County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of California, Merced County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### **APPLICATION AND SELECTION PROCESS**

Applications may be obtained from and submitted to:

Merced Superior Court  
Human Resources  
627 W. 21<sup>st</sup> St., Room 20  
Merced, CA 95340  
(209) 725-4103

Or visit our website at [www.mercedcourt.org](http://www.mercedcourt.org)

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.

**2/19/2016**

**3/4/16 - Extension**



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**GENERAL INFORMATION**

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment  
15 days accrual during the second 5 years  
20 days accrual after 10 years  
25 days accrual after 20 years

Sick Leave:

Unlimited sick leave accumulation

Holidays:

14 paid holidays

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

**The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.**