Florida State Courts System
Class Specification

Class Title: Chief of Alternative Dispute Resolution

Class Code: 7600

Pay Grade 35

General Description

The essential function of the position within the organization is to direct and manage operations of the Dispute Resolution Center (DRC). The position is responsible for staff supervision; planning; policy and procedure development and compliance; management of the Mediation/Arbitration Trust Fund; providing staff assistance to the Supreme Court Committees on Alternative Dispute Resolution (ADR); providing assistance to the trial and appellate court ADR programs; managing the certification, grievance, and disciplinary process for court appointed and Florida Supreme Court certified mediators; and performing related administrative functions. The position formulates long range goals for the organization; develops policy and position papers and works with chief administrative officers, judges, and/or elected officials. This position is a member of the management team and assists with the analysis of pending legislation for program and fiscal impact.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Develops short and long range plans in collaboration with senior management; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Supports the Supreme Court ADR Rules and Policy Committee by setting agendas for the full committee and subcommittees, attending meetings, preparing materials, analyzing data for reports and recommending policy decisions.

Provides technical assistance to judges, court personnel, and the public; provides information to support the State Court's legislative agenda with regards to ADR; prepares fiscal notes and serves on the OSCA Legislative Team.

Supports the Mediator Ethics Advisory Committee by attending monthly conference calls, preparing rules for the Committee's consideration, drafting initial opinions, writing summaries of opinions and providing ethical advice for practitioners.

Provides support to the Mediator Qualifications Board, including participating in conference calls and in-person meetings, preparing rules for consideration, summarizing allegations and responses, and writing summaries of grievances for publication.

Develops, presents, and defends DRC budget requirements; oversees and approves departmental expenditures; manages the Mediation/Arbitration Trust Fund in compliance with established guidelines and regulations.

Develops policies and procedures in consultation with senior management to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies.

Conducts Supreme Court certified mediation training and continuing education programs for mediators, arbitrators, judges and lawyers; stays abreast of changes in Florida case law.

Oversees and manages administrative matters such as editing the departmental newsletter, conducting special studies, preparing routine or special reports, or providing for staff technical or professional growth.

Attends and/or conducts staff, committee, team and other professional meetings and conferences to exchange information; attends and/or participates in technical or professional seminars or conferences to improve professional skills or to make presentations.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or providing routine legal counsel.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very serious impact - affects entire organization and the general public; probability of damage is very likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Develops and implements long range plans and programs to support the goals and objectives of the organization.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Juris Doctorate degree from an accredited law school.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Ten years of progressively responsible related experience related to alternative dispute resolution.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Florida Supreme Court county mediator certification required (or attainable within 6 months of hire).

Requires membership in the Florida Bar.