

## **Florida State Courts System Class Specification**

**Class Title: Chief of Court Improvement**

**Class Code: 7610**

[Pay Grade 35](#)

### **General Description**

The essential function of the position within the organization is to direct and manage operations of Court Improvement. This position is responsible for implementing, organizing, managing and evaluating court improvement initiatives for numerous types of court dockets in the trial and appellate courts. The Chief of Court Improvement oversees professional and support staff that performs complex analytical and statistical research, prepares detailed written reports and makes formal presentations and recommendations on a variety of court management studies and projects. This position has oversight of the unit's general revenue budget and is responsible for overseeing numerous federal grants. This position 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.

Manages daily operations of Court Improvement, including processing legislative requests and providing committee/commission staff support; supervises team projects as required.

Collaborates on development of short and long range plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures.

Provides legislative support, including preparing fiscal notes and judicial impact statements, and reviewing/monitoring legislation.

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Responds to and interacts with judicial officers, trial court administrators, OSCA managers, legislative staff, and other criminal justice stakeholders to exchange information.

Develops, presents and defends budget requirements; oversees and approves departmental expenditures; prepares financial forms and reports.

Plans, directs, supervises and coordinates diverse projects related to trial and appellate courts.

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

Oversees professional and support staff that performs complex analytical and statistical research, prepares detailed written reports and makes formal presentations and recommendations on a variety of court management studies and projects.

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

## **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.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **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.

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### **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 advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

### **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.

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Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or custom applications.

### **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.

Bachelor's degree in law, business management or administration, or a closely related field.

### **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.

Eight years of related experience, including five years of experience in a supervisory or managerial capacity.

### **Licenses, Certifications, and Registrations Required:**

Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None