

# Florida State Courts System Class Specification

## Class Title: Chief of Strategic Planning

Class Code: 7130

[Pay Grade 32](#)

### General Description

The essential function of the position within the organization is to direct and manage operations of Strategic Planning. The position is responsible for staff supervision, strategic planning, court organizational development, policy analysis, court management and accountability, conducting research, and performing related administrative functions, including reporting. The position formulates long range and operational goals for the organization; develops policy and position papers and collaborates with chief administrative officer and/or elected officials.

### 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.

Provides leadership, guidance and input for development of work plans and work products for departmental responsibilities.

Develops mechanisms to facilitate decision making and provide staff consultation and support to court committees.

Provides outreach to court leadership and staff, stakeholders and the public; engages in research and consultation with state, national and private organizations involved in court administration, organizational development, planning, and performance and accountability.

Prepares publications and other educational materials; makes presentations and serves as information resource for the area of responsibility; collaborates with OSCA management and administration to exchange information and complete projects.

Develops and presents departmental budgetary requirements; oversees and approves expenditures; prepares financial forms and reports.

## **CHIEF OF STRATEGIC PLANNING**

Develops and implements policies and procedures to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies.

Oversees administrative matters such as 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 technical or professional seminars or conferences to improve professional skills or 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 both quantitative and qualitative 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.

#### **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, and/or descriptive statistics.

#### **Communications Requirements:**

Involves the ability to read, write, and speak.

## **CHIEF OF STRATEGIC PLANNING**

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 broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; 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 high.

### **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.

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 judicial/court administration, business administration, law, or a closely related field.

## **CHIEF OF STRATEGIC PLANNING**

### **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.

Seven years of experience in the Courts System is preferred in a research, planning and policy development capacity, with management responsibilities.

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

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

None