

Florida State Courts System Class Specification

**Class Title: Resource Planning and Support Services Manager
Class Code: 7280**

Pay Grade: 32

General Description

The essential function of this position within the organization is to supervise the Revenue and Resource Analysis Unit and to ensure its smooth functioning and timely completion of tasks assigned by State Courts System leadership. Responsibilities of this position include all issues related to the revenue received by the State Courts System and the need for and distribution of resources. The position provides specialized methodological assistance to other units of the Office of the State Courts Administrator, as requested. The position also provides revenue and resource analyses to external entities of the courts.

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.)

Oversee the Revenue and Resource Analysis Unit, including management of the unit's budget, personnel actions, time and attendance, functions, and staff.

Review analyses of judicial workload for the certification of new judgeships for the Supreme Court and assist in the assessment of the certification options. Provide methodological and analytical direction for developing the link between judicial need and the need for resources in the State Courts System.

Provide staff support to various committees and Commissions, including the Funding Methodology Committee, Trial Court Budget Commission, and District Court of Appeal Budget Commission, for resource allocations, legislative budget requests, and other ad hoc funding/workload/revenue analyses.

Provide staff support to the Revenue Stabilization Workgroup, including preparation of materials for meetings, attendance at meetings, and development of recommendations and a final report at the direction of the Workgroup.

Provide staff support to the Clerk of Court Operations Corporation Executive Council Judge Representative and maintain an understanding of the Clerks of Court's budget and workload information.

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Provide ad hoc support to the Court Statistics and Workload Committee, the Trial Court Performance and Accountability Commission, and the District Court of Appeal Performance and Accountability Commission, at the request of the Chief of Court Services.

Monitor and analyze the State Courts Revenue Trust Fund, including keeping apprised of external factors that impact the Court's revenue, forecast revenues, produce reports for branch leadership, and produce monthly revenue remittance reports to the chief judges of the trial courts.

Perform judicial impact analyses for legislative bills related to revenue or funding issues.

Act as a consultant to other OSCA units for analyses related to workload issues.

Respond to requests for revenue, funding and resource allocation information from external entities.

Attend the Article V Revenue Estimating Conference meetings representing the Court.

Provide forecasts and other documents in support of the branch's revenue projections.

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 some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

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Mathematical Requirements:

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

Uses advanced calculus working with limits, continuity, real number systems, or mean value theorems; modern algebra, including advanced operational methods; or statistical inference and econometrics.

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 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 serious impact - affects most units in organization, and may affect citizens; probability of damage is 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.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets 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.

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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.

Master's degree in statistics, economics 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.

Six years of related experience, including managerial or supervisory experience.

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