HABEAS CORPUS RESOURCE CENTER

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www.courts.ca.gov/careers.htm
www.hcrc.ca.gov

The Habeas Corpus Resource Center is an equal opportunity employer. The HCRC believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base. The HCRC welcomes all applicants, and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by law.

EMPLOYMENT OPPORTUNITY

JOB TITLE: **HCRC ASSISTANT DIRECTOR**

JOB REQUISITION: **0620**

LOCATION: **SAN FRANCISCO, CA**

SALARY: **$11,416 - $13,874**

OVERVIEW
The Habeas Corpus Resource Center (HCRC), located in San Francisco, has an exciting opportunity for an Assistant Director.

The primary purpose of the HCRC is to provide, through its own staff, direct representation to death row inmates in post-conviction proceedings in state and federal courts and to serve as a resource to private appointed counsel in capital post-conviction proceedings.

The HCRC has an authorized staff of 88 positions, including 34 attorneys. Additional information about the HCRC can be found at www.hcrc.ca.gov.

DEFINITION
Under policy direction, the Assistant Director manages the administrative, operational, and financial functions of the HCRC and all related administrative support activities; performs related work as assigned.

CLASS CHARACTERISTICS
This is the management-level class responsible for designing, implementing, and managing personnel policies and human resources and administrative protocols, business services and budget programs, information resources systems, and facilities programs, within organizational and policy confines while ensuring accomplishment of organizational goals and objectives. This class is distinguished from the

Executive Director-HCRC in that the latter is the chief executive for the agency and serves as its appointing authority and chief spokesperson.

EXAMPLES OF DUTIES *(illustrative only)*

In conjunction with the Executive Director, the Assistant Director develops, monitors, revises, and implements personnel policies and procedures, and develops, administers, monitors, and manages the business services, budget, and facilities of the HCRC. The Assistant Director directly supervises the HCRC Business Services work group and the Human Resources / Administrative (Admin) work group.

RESPONSIBILITIES

Business Services and Budget Management.

The Assistant Director:

- Supervises staff assigned to the Business Services and Administration work groups.
- In conjunction with the Executive Director, develops the HCRC's yearly budget based on each Fiscal Year allocation and projected expenditures, and on an ongoing basis through the Fiscal Year; tracks and assesses legal program costs, contracts, case needs, and all other projected expenditures and incorporates them into budget projections and requests; keeps staff apprised of budget related matters as appropriate, and works cooperatively with staff to achieve fiscal goals.
- Reviews and approves various vouchers for expenditures, including travel reimbursements for agency staff; maintains basic accounting records; processes court-appointed counsel fee claims; works with the Judicial Council to ensure compliance with state budget directives.
- Manages various administrative support services for the HCRC, such as purchasing; business services including telephone systems, fax capability, and mail and duplicating services; human resources; and information systems.
- Reviews and approves requests for equipment and supplies; supervises the procurement and selection of equipment, supplies and vendors, as necessary, through a bidding process; manages contracts with outside vendors.
- Coordinates and prepares special management reports and assessments of legal programs and case representation, including the annual report.
- Plans, manages, reviews, and evaluates programs; develops and implements goals, objectives, policies, procedures, and work standards for assigned programs.
- Identifies operational problems, considers alternatives, and recommends solutions.

Human Resources, Personnel Administration (Admin), Information Resources and Information Technology (Support).

The Assistant Director:

- Plans, organizes, administers, reviews, and evaluates the work of assigned staff.
- Supervises staff assigned to the Human Resources and Personnel Administration (Admin), Information Resources, and Information Technology (Support) work groups.
- Supervises the process of selecting new staff, ensuring a fair and complete process that fully complies with the HCRC policies, any applicable policies of the Judicial Council, and all and State and Federal laws and regulations concerning hiring and employment.
- Monitors and supports staff training and professional development.
- Monitors and ensures staff compliance with the HCRC's policies, procedures and practices, as well as staff compliance with any applicable Judicial Council policies, and any applicable state and federal law; in the event of non-compliance by staff, applies necessary corrective measures, including any appropriate disciplinary action. Provides guidance and support to HCRC staff regarding policies and procedures, personnel issues, and conflict resolution.
- Supports, oversees, and participates in staff performance evaluations and ensures their completion.
- When directed to do so, represents the HCRC to external entities, including the other branches of government, on issues pertaining to the HCRC.

- Drafts memoranda, correspondence, and other documents for submission to the Judicial Council, the courts, the Legislature, and other parties as required.
- May act as a liaison to the California Appellate Project, Office of the State Public Defender, and other state and federal entities.
- In conjunction with the Executive Director and Deputy Director(s), assesses administrative and support needs and facilitates the assignment of support staff as needed.

GENERAL QUALIFICATIONS

Knowledge of:

- Principles and practices of effective law office management and administration**, *and particularly principles attendant to the management of government entities***, including goal setting; employee development; program development, implementation, and evaluation; and the supervision and management of employees, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of public administration, including budget development and administration, contracting and government contracting, human resources, business services, information systems, accounting, and other office and administrative practices and procedures.
- Principles of project management.
- Basic legal practices and procedures, including basic principles of representation of death-sentenced inmates in habeas corpus proceedings.
- Problem-solving, facilitation, mediation, and other conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and databases.
- Correct business English.
- Principles and techniques of preparing effective oral presentations and a variety of effective written materials.

Ability to:

- Manage programs and staff directly and through subordinate supervisors and managers.
- Develop and direct work teams to ensure their effectiveness; motivate individuals to meet goals and objectives; and provide services in the most effective and efficient manner.
- Attend, conduct, and develop relevant trainings for staff on topics attendant to the HCRC's policies and procedures manual, as well as trainings concerning effective management and communication.
- Apply problem-solving and conflict resolution methods and techniques.
- Communicate openly and effectively with staff regarding office policies and procedures.
- Develop and implement HCRC administrative programs, policies and procedures, goals, objectives, and work standards.
- Translate goals, objectives, and policies into day-to-day operations.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Communicate effectively orally and in writing.
- Interact effectively with HCRC staff, the Judicial Council, the State Bar, all branches of state government, and the public.
- Exercise tact and discretion in dealing with those contacted in the course of the work.
- Apply effective methods of office administration in the areas of purchasing, budgeting and accounting, information systems, and other business services related to the operation of the HCRC.
- Develop and administer the HCRC budget in conjunction with the Executive Director.
- Maintain fiscal, legal, and statistical records, and prepare necessary summaries and reports.
- Effectively negotiate program and policy service agreements with outside entities.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work evening and weekend hours.
- May be required to travel as necessary.

LICENSES AND CERTIFICATES:

None.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to possession of a bachelor's degree preferably in public, business, or legal administration, and six years of professional-level administrative experience, including at least two years of legal office management experience.
- Experience and familiarity with human resources principles and administration.
- Experience and familiarity with government services and budgeting.

A master's or law degree may be substituted for two years of general administrative experience.

The class is responsible for **both** Business Services/Budget Management and Human Resources duties. The HCRC will consider applicants who meet the minimal qualifications above and whose experience, **though reflective of both of these areas of expertise**, predominates in one or the other.

HOW TO APPLY

Go to http://www.hcrc.ca.gov/employment.php for the application. This position **requires submission of an official application, resume, and cover letter.** Resumes without the required materials will not be considered. Again, application is located at: http://www.hcrc.ca.gov/employment.php

Email completed applications packets to: jobapplications@hcrc.ca.gov. ***We cannot accept hand-delivered applications – please email. Thank you. For earliest consideration, please apply by June 15, 2020. Applications will be accepted after the earliest consideration date for as long as the announcement is posted. This position is open until filled.***

Every application is reviewed in its entirety and candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. Due to the anticipated volume of applications received, we request that applicants not contact HCRC regarding hiring status.

Please Note: If you are selected for hire, the Judicial Council will require verification of employment eligibility or authorization to legally work in the United States.

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401K and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)

- Group Legal Plan (employee paid/optional)

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