

SUPERIOR COURT OF CALIFORNIA COUNTY OF CONTRA COSTA



INVITES YOUR INTEREST FOR THE POSITION OF

DEPUTY EXECUTIVE OFFICER
Family Law Division, Court
Investigators and Interpreter Services

The Superior Court of California – Contra Costa County

The Superior Court in Contra Costa County has 38 Judicial Officers and four Commissioners. The annual operating budget is just over \$42 million for Fiscal Year 21-22. The Court employees approximately 300 staff. The Court has 4 courthouse locations in the Martinez area and a courthouse in Pittsburg, Richmond and Walnut Creek.

The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million residents, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.

The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.



Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

The Position and Ideal Candidate Profile

The Deputy Executive Officer (DEO) of the Family Law Division, Court Investigators, and Interpreter Services Unit will serve under the general direction of the Court Executive Officer for the Contra Costa County court or his/her designee. This position is responsible for the management of the Family Law Division, including Family Court Services, Family Law Facilitators Unit, Family Law Legal Technicians, and Family Law Legal Processing and Calendaring along with management of the Court Investigations Unit (Guardianships and Conservatorships) and Interpreter Services Unit. The Family Law Division considers cases involving family-related issues, which could include divorce, establishment of parental relationships, child custody and visitation issues, the issuance of restraining orders in domestic violence cases as well as adoptions and minor emancipations.

The DEO will provide an active, engaged, and positive leadership style in enhancing the level of interaction, communication, and exposure within the court operations. The expectation is to reinforce high levels of service delivery and accountability while partnering with the judges and peer managers throughout the court. This will be augmented through regular feedback, evaluation of workloads and processes, and performance management tools. The key goals are to reestablish a high level of professionalism and accountability within the workplace and to provide continuity and stability within the operation.



As a project manager, the DEO will work closely with the Judicial Council to analyze legislation and integrating those into standard operating procedures. Additionally, this role will oversee the Grant Management activity for the courts and provide oversight for the court mediation and investigation programs, legal processing, and self-help services. It's expected the DEO will be active in recommending policy and organizational changes while ensuring all aspects of the unit are in operational compliance with state law and rules of the court.

The ideal candidate will have knowledge of the court system of California and the procedures used in family and probate law cases and be familiar with Family Code, Probate Code (regarding conservatorships and guardianships, Interpreters Act, and other relevant statutes and Rules of Court. Being able to work effectively and cooperatively with a wide variety of individuals including judicial officers, managers, employees, representative of other agencies and the public is essential.

This position requires any combination of education and experience that provides the requisite knowledge, skills, and abilities to perform the positional duties. This may include a minimum of four years of progressively responsible experience in an administrative or managerial capacity in a trial or appellate court of general jurisdiction in the US, in a criminal justice agency, or in another governmental agency, with at least two (2) years of supervisory experience. Knowledge in a field related to social work, marriage, family, and child development, as well as in domestic violence is highly desirable. A Bachelor's degree with a major in business administration, public administration, court of judicial administration, or a closely related field is required. This is an executive level at-will position.

Compensation and Benefits

The Superior Court of California County of Contra Costa offers an attractive compensation and benefits program. The base salary for this position is \$145,000-\$175,019 annually DOQ. In addition, the agency offers the following benefits:

- ◆ Three weeks of vacation per year, accrued on a bi-weekly basis increasing with years of service; twelve days of sick leave per year, accrued on a bi-weekly basis, with no maximum accrual.
- ◆ Thirteen fixed paid holidays.
- ◆ Twenty-four (24) hours of personal floating holiday, pro-rated based on hiring date.
- ◆ One hundred (100) hours of administrative leave each January 1st, pro-rated for new appointments.
- ◆ Membership in the County's retirement plan under the County Employees' Retirement Law of 1937; Contra Costa County Employees' Retirement Association (CCCERA) has a deduction rate of approximately 11.17% for employees new to public employee pensions in California.
- ◆ Commuter Benefits Program – Allows employees to pay for eligible public transit expenses using pre-tax dollars (up to IRS limits).
- ◆ Choice of health with court subvention, dental and vision plans at no cost to employee.
- ◆ Court paid life insurance (\$100,000), Long Term Disability (paid after 60 days missed work), career development, and professional development.
- ◆ Court contributes \$150 per month, plus an additional \$85 to the 457(b) plan in our deferred compensation program provided employee contributes \$51 per month.



COVID-19 Vaccination Requirement

It is the policy of the Contra Costa Superior Court that all persons hired on or after October 31, 2021, must be fully vaccinated for COVID-19 before reporting to work and must provide proof of vaccination to Human Resources prior to reporting for work. Medical conditions or a sincerely held religious belief may be considered in lieu of vaccination if pre-notification is provided and accommodation is appropriate.

The Process

To pursue this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until mutual interest has been established) to:

Paul Kimura or Bill Lopez
Avery Associates
16 Lyndon Avenue, Suite 200
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this position is July 1, 2022.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424, or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net. For more information on the Superior Court of California, County of Contra Costa, visit its website at www.cc-courts.org.

