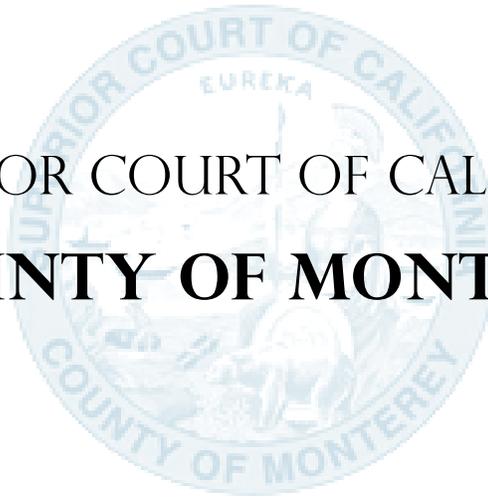


SUPERIOR COURT OF CALIFORNIA,  
**COUNTY OF MONTEREY**



Announces a recruitment for  
**Deputy Court Executive Officer of Finance**  
**(Chief Financial Officer)**



**APPLICATION CLOSING DATE**  
**MONDAY, AUGUST 18, 2014 AT 12 PM - NOON**

Completed applications received by the closing date will be reviewed and considered on a competitive basis.

Individuals selected for the next phase of the recruitment process will be contacted for initial interviews during the first two weeks of September 2014.

*It is the mission of the Monterey County Superior Court to serve the public in a respectful, courteous and efficient manner promoting trust and confidence in the legal system by providing fair, equal and open access to justice.*

## MONTEREY COUNTY

- ◆ There are so many unique attractions in Monterey County that it can be hard to pick just one! Set in a picturesque coastal location, it boasts such renowned attractions as Big Sur, Pebble Beach, 17-Mile Drive, and Carmel-by-the-Sea.



Photo courtesy of Steve Early

- ◆ Cannery Row is anchored by the Monterey Bay Aquarium and features restaurants, hotels, shops, local artists and wine tasting.
- ◆ Don't forget Monterey's world famous golf courses!
- ◆ The County annually hosts celebrated events such as the Monterey Jazz Festival, the Butterfly Parade, Whalefest, the Salinas California Rodeo and the California Air Show.
- ◆ Monterey is home to two community colleges, California State University at Monterey Bay, the Naval Post Graduate School and the Defense Language Institute.
- ◆ Whether you want to watch the whales or climb a mountain, there is no more spectacular place to enjoy the outdoors than Monterey County.

## THE COURT

The Superior Court of Monterey County is a very active superior court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are currently 19 judicial positions with 2.2 commissioners, and a support staff of approximately 173 employees. The fiscal year 2014-2015 budget is approximately \$20 million.

The court currently conducts business in three locations consisting of Salinas, Monterey and Marina.

## THE POSITION

This senior executive management position is responsible for the fiscal operations of the Monterey County Superior Court (Court). Under general direction of the Court Executive Officer (CEO), the Chief Financial Officer's (CFO) scope of responsibility includes the oversight, management, control and security of the budgetary and accounting operations of the entire court in accordance with legislation, operating policy and rule of court.

## REPRESENTATIVE DUTIES

- Confers with other members of Court Executive Management in the development and implementation of strategic and operational plans; participates in identifying long and short range needs of the Court;
- Plans, organizes, directs and manages, directly and/or through subordinate managers, professional and technical personnel, the overall fiscal operations of the Court and directs the development and implementation of court-wide fiscal policies and procedures, and auditing and financial control systems;
- Oversees the development and administration of the Court's budget, fiscal trust accounting, revenue collections, purchasing, capital planning, banking, contract and grant management, collections and revenue and financial information systems;
- Develops, implements and interprets financial policies and procedures ensuring compliance with applicable laws, rules of court, requirements, and sound professional accounting and reporting practices.



Photo courtesy of Steve Early

## THE IDEAL CANDIDATE

The ideal candidate will have thorough knowledge of public sector finance and accounting, including GASB, as well as budget and strategic financial planning.

The successful candidate will assist with developing a broad organizational vision through planning and setting of objectives to carry out the mission of the court. A broad knowledge of senior management, strategic planning, trial court funding, budgeting, personnel development, and project management is necessary. The ability to analyze situations, select alternatives, recognize consequences of proposed actions, negotiate mutually satisfactory solutions to problems and implement recommendations is critical.

The ideal candidate will communicate effectively with judicial officers, staff, state and local agencies and the public regarding various fiscal issues. The individual will be able to communicate important information succinctly and appropriately to the intended audience. This person must provide leadership within the organization by embracing and practicing positive character qualities and demonstrating core Court values, such as honesty, integrity and respect in day to day processes.

The ideal candidate is a consensus builder and facilitator, one who can develop common goals and assist in moving the organization forward alongside other senior executive management members in a positive and constructive manner. This position requires a self-motivated individual who is a creative problem-solver with highly developed management and administrative abilities. The CFO will serve as a catalyst for action in translating goals/objectives into action plans, and must have superior long-range planning skills and be able to continually achieve interim goals in pursuit of the long-term strategy.

## QUALIFYING EXPERIENCE AND EDUCATION

The position requires the following knowledge and abilities:

- Possess considerable knowledge of the principles, techniques, and procedures used in government accounting, audits, and internal controls;
- Plan, organize, direct and administer court fiscal operations;
- Write effective reports, policies, correspondence and other written materials; communicate orally in a clear and concise manner;
- Understand, interpret and apply laws, rules, policies and regulations as pertaining to court fiscal operations;
- Produce timely and accurate financial and accounting reports compliant with all applicable statutes, regulations and policies;
- Direct complex court programs and associated personnel through subordinate staff; develop goals, objectives, policies, procedures and work standards;
- Assess and modify organizational structure to improve fiscal operations and strengthen existing work force; develop, maintain and improve financial and accounting policies and procedures.

Some tracks to obtain the required knowledge, skills and abilities include:

A master's degree from an accredited college or university in Business, Accounting, Finance, Public or Judicial Administration **and** at least three years of increasingly responsible financial management experience. Knowledge of contracts, procurement and collections are desirable.

A bachelor's degree from an accredited college or university with major coursework in Public Finance, Finance, Accounting, or Business or Public Administration, Public Policy, directly related field **and** at least five years of increasingly responsible financial management experience. Knowledge of contracts, procurement and collections are desirable.

An Associate's degree from an accredited college or university with major course work in Business or Public Administration, Public Policy, Public Finance, Finance, Accounting, or directly related field **and** at least seven years of increasingly responsible financial management experience. Knowledge of contracts, procurement and collections are desirable.

Certification as a CPA or CMA is highly desirable.

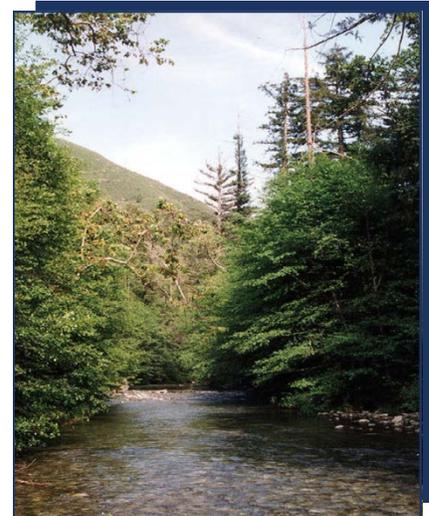


Photo courtesy of Dana Larabee

## COMPENSATION

The Superior Court of California, County of Monterey provides a competitive salary dependent on qualifications and experience (DOE) up to \$145,000 annually combined with a generous health benefit package and participation in the California Public Employees Retirement System (CalPERS).

## FILING REQUIREMENTS

All interested applicants must file the following documents with Wesley Downing, Judicial Council of California, 455 Golden Gate Avenue 5th Floor, San Francisco, CA 94102. To be eligible for consideration the following items must be complete and submitted prior to the closing date and time: 1) Letter of Introduction; 2) Court Application; 3) Resume; and 4) Responses to Supplemental Questions.

Application materials may be obtained by telephoning (831) 775-5586, visiting the Court's website at [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov) or by emailing [courtjobs@monterey.courts.ca.gov](mailto:courtjobs@monterey.courts.ca.gov).

## TENTATIVE TIMELINE

- **Monday, August 18, 2014 – Noon** — Application closing date
- **Week of August 18, 2014**— Review of applications
- **Week of August 25, 2014** — Candidates notified of recruitment progress, initial interviews scheduled
- **Week of September 2, 2014** —Initial interviews conducted (may include a written exercise)
- **Week of September 8, 2014** —Final selection interviews
- **Week of September 15, 2014** —Conduct reference and background checks
- **Week of September 29, 2014** — Extend Offer
- **Tentative Start Date** — To Be Determined (Early October 2014)

- The selection timeline is tentative and applicants will be notified if changes are made.
- The process includes submitting a letter of interest, completed Monterey Superior Court Application, resume and responses to Supplemental Questions.
- Applicants who fail to complete all four (4) required documents by the closing date will not be considered to have submitted a completed application and may not be considered for this position.
- Resumes will not be accepted in lieu of required application materials.
- Application materials will be evaluated to determine the most appropriately qualified individuals. Those individuals deemed to be a potential fit for the position will be invited to participate further in the process. To further assess each applicant's skills and qualifications, the next phase of the process may include a timed exercise immediately preceding an oral in person interview, a performance examination and/or written examination.
- Applicants deemed most qualified following the initial interview and examination process shall be contacted to schedule a final interview to determine the best candidate for the position.



Photo courtesy of Steve Early

# SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required application materials. Applicants who do not submit answers to the supplemental questions will not have submitted a completed application and will be eliminated from this recruitment process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the supplemental questions will be used to evaluate your writing skills as well as your experience, qualifications and problem solving abilities. Limit your responses to no more than one page for each question below. Please place your name and the position you are applying for on each page.

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## Supplemental Questions

(Complete Responses Required)

1. Describe your experience planning and directing the financial matters of a department/organization, either directly or through subordinate personnel. Include in your response: A brief description of your specific roles and scope of responsibility in financial planning and administration. What was the dollar value of the annual operating budget under your immediate control? Include the size of the organization, the number of employees, funding sources and funding recipients.
2. Describe a specific work-related example in which you were responsible for the development and implementation of your organization's long-range and short-range financial plans. Include in your response: What was your role and scope of responsibilities as they pertained to financial programs? A brief description of the role of other people involved in the financial planning. List the step-by-step procedure you took to implement fiscal management programs.
3. Describe your experience managing staff engaged in accounting, and/or financial analysis activities. Include in your response: A brief description of the management techniques you used which ensured the success of your staff. What steps did you take to identify and address limitations of individual staff members? How did you make the most effective use of this personnel?
4. Describe the essential elements of your leadership philosophy and provide examples of how you have effectively utilized this philosophy.

## BACKGROUND INVESTIGATION

Court employees shall be subject to a modified background investigation and fingerprinting. Because of the sensitive nature of the work of the Court, upon the Court's determination that an applicant meets the minimum qualifications for a position, the applicant will be required to disclose convictions by any court for any offense, except as otherwise provided by law. Failure of an applicant to accurately disclose a conviction may lead to rejection of an application for employment or immediate termination.

A record of conviction received during the application process or during employment will not automatically eliminate an applicant from consideration for a position or result in termination of a current employee. In determining what action is appropriate, the Court will consider each record of conviction on a case-by-case basis in light of:

- The nature and gravity of the offense;
- The time since the conviction;
- The nature of the position held or sought;
- The individual's forthrightness in disclosing the conviction; and
- Information received during the reference check process

Applicants must have a reputation for honesty and trustworthiness.

## CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:  
Possess a valid current California class C driver license, (or) the employee; must be able to provide suitable transportation approved by the hiring authority.

## SPECIAL NOTES

- Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation during the selection process, please call the Court Human Resources at (831) 775-5586.

## SUMMARY OF BENEFITS (Y UNIT)

**Retirement:** Public Employees' Retirement System (P.E.R.S.) retirement benefit shall be determined in accordance with CalPERS guidelines.

**Holidays:** 13 days per year

**Annual Leave:** Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

**Medical, Dental & Vision Care:** Flexible Spending Account: available benefits—medical, dental, vision, prescription drugs, dependent coverage and voluntary insurance

**Professional Leave:** 10 days per calendar year, pro-rated

**Educational Assistance:** Up to \$2,000 per year

**Life Insurance:** \$50,000 life insurance policy

**Deferred Compensation:** A deferred compensation program is available administered by Great West Retirement Services is available.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices prevail over this listing.