



Austin American Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

JOB VACANCY NOTICE

Posting Date: April 16, 2024

Closing Date: April 30, 2024

Job Listing Identification Number: 00041332

State Class. No. and Pay Group: 1575/B23

State Job Title: Program Specialist VI

FLSA Status: Exempt Non-Exempt

Agency Job Title: Children’s Courts Program Manager

Location: Austin, TX

Monthly Salary: \$6,379.08 - \$6,833.34

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 15% No

This position will assist in the administration and the daily operations and activities for the Office of Court Administration’s (OCA) Children’s Courts program, consisting of child support courts (CSCs) program (43 courts, 43 associate judges and 43 court coordinators) and child protection courts (CPCs) program (30 active courts, 30 associate judges, 29 court coordinators, and 1 court reporter). This position will provide extensive hands-on program management, including gathering information and facilitating the sharing of information among the Children’s Courts, reviewing case processing and making recommendations for programmatic best practices. This position will also develop and implement training events for Children’s Courts staff sponsored by OCA or done in partnership with the Texas Center for the Judiciary and the Supreme Court’s Permanent Judicial Commission for Children, Youth, and Families (Children’s Commission).

Job Description:

Performs highly advanced (senior-level) consultative services and technical assistance work. Work involves planning, implementing, and providing consultative and technical work and training to various members of the Children’s Courts program. May serve as a lead worker providing direction to others. Works under minimal supervision of agency division director for Court Services, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Assists with administration of the OCA’s Children’s Courts program.
- Serves as hands-on liaison between the regional presiding judges and local agency staff to coordinate and direct timely processing of employee performance evaluations and other administrative functions, including directing timely processing of employee performance online survey procedure to obtain input from relevant stakeholders and referring courts on associate judge performance.
- Assists regional presiding judges in developing best practices and assisting courts in implementing these practices.
- Provides guidance and technical assistance to the Child Protection Courts (CPCs) and Child Support Courts (CSCs).
- Reviews and evaluates program resource needs and monitors efficient distribution of program resources.
- Develops, organizes, and analyzes outcome-related data from the CPCs and CSCs.

- Prepares and analyzes quantitative and qualitative data regarding the children's courts.
- Conducts and provides analyses of children's courts caseloads and makes recommendations for docket changes, realignment of existing courts, and creation and implementation of new courts.
- Conducts on-site reviews of children's courts and prepares reports detailing findings and recommendations for best practices.
- Assists CPCs and CSCs with local and statewide stakeholder collaboration.
- Manages, monitors, processes, and approves travel and expenditure requests; ensure program budget compliance and facilitate budget adjustments; and oversee compliance with training expenditures.
- Prepares and secures children's courts visiting associate judge contracts and reviews, processes, and approves visiting associate judge claims.
- Oversees grant project for Early Intervention Court Liaisons.
- Works with the Information Services (IS) department to facilitate the use of automated docket case management systems by program staff.
- Ensures timely and accurate performance measures reporting of Children's Courts activities.
- Recommends appropriate changes to performance measures reporting.
- Develops and updates program policies and procedures for the presiding judge reference manual.
- Attends Board of Regional Judges and Conference of Regional Judges monthly meetings and annual retreats to provide updates on program operations and to present and seek approval for various program initiatives.
- Represents OCA and the Children's Courts to various collaborative workgroups.
- Plans, develops and facilitates training for program staff, including booking speakers, identifying training topics for CPC judges and coordinators in coordination with the Texas Center for the Judiciary and the Children's Commission, coordinating with the State Bar for appropriate continuing legal education credits, and prepares training and operations manuals.
- Fosters communications among agency, regional presiding judges, program field staff, related agencies, and judicial and non-profit associations.
- Assists with legislative issues pertaining to child abuse and neglect and child support issues.
- Analyzes and monitors child welfare, child support, family law, and specialty court-related legislation during legislative year.
- Prepares detailed and comprehensive reports and memoranda.
- Represents the agency at business meetings, stakeholder meetings, conferences and seminars, on boards, panels, commissions, task forces, and committees related to Children's Courts.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited college or university with major course work in business administration, court administration, public administration, or related field; may substitute closely related experience for the required education on a year-for-year basis; and
- Three years of experience in program support, program management or program administration.
- Experience working with courts, court personnel and/or criminal justice agency partners.
- Experience and comfort with public speaking and presentations.
- Experience with grant administration.
- Experience supervising a successful team.

Preferred Qualifications:

- Experience assisting in developing and implementing court improvement projects.
- Experience writing detailed and comprehensive reports and memoranda.
- Experience in project planning, management, and implementation.
- Experience working with courts and court personnel.
- Experience providing training.

Employment Conditions:

- Must sit for extended periods of time.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of Child Welfare and Child Support Courts and related state and federal laws.
- Knowledge of differentiated case management principles and techniques.
- Skill and proficiency in Microsoft Office Suite.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Army – No military equivalent; Navy – OS, Operations Specialist; Coast Guard – OS, Operations Specialist; Marine Corps – No military equivalent; Air Force – 8U000, Unit Deployment Manager; Space Force – No military equivalent. Additional military crosswalk information as it is related to this position may be found by visiting the following:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.