

# Superior Court of California County of Los Angeles



*invites your interest in the position of*

## **Executive Officer/Clerk of Court**



Recruitment Services Provided by Ralph Andersen & Associates

# EXECUTIVE OFFICER/CLERK OF COURT (CEO)

## Superior Court of California

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### County of Los Angeles

## THE OPPORTUNITY

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The Superior Court of California, County of Los Angeles is seeking a skilled, experienced, dynamic professional to join a distinguished bench and exceptional executive team to oversee operational and administrative functions of the largest court in the nation in the role of Executive Officer/Clerk of Court (CEO). The Court is nationally recognized as a leader in innovation, employee relations, administration, technology, and more and presents an exciting and unique opportunity for a CEO to capitalize on the court's successful efforts to provide meaningful access to the Court, collaborate with highly intelligent and motivated judicial officers and executive staff, and continue to modernize and transform the court in the future. This position requires a forward-thinking, self-motivated, multi-dimensional, adaptive leader who values the opportunity to take on challenges, has the capacity to develop relationships throughout California and the nation related to the functioning of the court and judicial system, possesses a balance of self-confidence and humility, and holds in high regard the mission of the court and the third branch of government.

This comprehensive executive search, conducted on a statewide and national level, is the result of the pending retirement of a long-standing and highly regarded CEO.

# LOS ANGELES COUNTY REGION

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The geographic diversity of the County of Los Angeles is unparalleled. Los Angeles offers the opportunity to easily access beautiful beaches year-round, enjoy winter activities at one of several local ski resorts, or surround oneself with flora and fauna on a desert hike. The business climate is similarly diverse given that Los Angeles is the home of the entertainment industry, boasts many Fortune 500 businesses as well as small businesses, is an international travel destination, and cultural mecca. The Court plays a significant role in the rich diversity of Los Angeles County as it serves and provides access to justice to nearly 10 million residents across 4,000 square miles in 88 cities.

The City of Los Angeles has a multi-ethnic population and is a trend-setting global metropolis with a fascinating history and a rich cultural heritage. Additionally, Southern California has much to offer in terms of recreation, cultural and sporting events, and an abundance of outdoor activities year-round.



# THE COURT

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The CEO manages the operations of 38 courthouses located in 12 districts across Los Angeles County. In addition, the CEO develops and manages a budget of approximately \$1 billion. The Court comprises over 580 judicial officers and over 4,600 full-time employees working in courthouses from the high desert to Catalina Island to Santa Monica beach, as well as employees working remotely.



# THE POSITION

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The Court seeks an exceptional, innovative executive leader with a proven record of achievement and leadership skills who can move the Court into the next phase of modern trial court administration. Within the Court, the CEO reports to the Presiding Judge of the Court and collaborates with the Supervising Judges and Executive Committee of the Court. The CEO must possess skills to motivate and inspire an accomplished and loyal workforce that values its individuality and diverse workplace culture. Outside the Court, the CEO will be deeply involved in issues of statewide and national import, including issues related to trial court funding, court reporter shortages, and technology innovation.

# THE POSITION *continued*

Acting under the direction of the Presiding Judge, the CEO is responsible for setting policy and strategy as well as directing all non-judicial operations of the Court. [See California Rule of Court 10.610 and Los Angeles Superior Court Local Rule 1.6.] The CEO actively collaborates with judges and others on legislation related to court operations, develops, and enhances state and county partnerships, and contributes to a range of community outreach projects.

The Court is a recognized national leader in innovation and technology solutions designed to increase access to justice and serve the Court's diverse population. The Court has implemented state-of-the-art automation to create an electronic courtroom environment, from cutting-edge case management systems to electronic filing to automated clerical workflow to electronic document flows for judicial officers and financial systems, all of which are fully integrated with its case management systems. As a result of the pandemic, the Court created and implemented a fully integrated courtwide platform for remote court appearances which is used by more than 80,000 participants each month. The position offers an opportunity to benefit from lessons learned as a result of the Court's extensive technology innovation and successfully implement an updated case management system in the Court's largest discipline – the Criminal Division – and continue to work with judges and justice system partners in every area of litigation to create novel and effective electronic systems that enhance access to justice.

The CEO must be the personification of the Court's longstanding goal to be an employer of choice by fostering an equitable, engaged, and respectful workplace. The CEO must possess a passion for and the ability to sustain and enhance a workplace culture that reflects kindness, diversity, equity, and inclusion and recognizes that a diverse and welcoming workplace drives success.



## LASC Accomplishments

- Collaborative courts (for both adults and juveniles) addressing mental illness, substance use disorder, homelessness, human trafficking and other issues;
- Remote video appearance capability available in all 580 courtrooms;
- Online avatar who provides litigant-specific procedural information on handling traffic citations in multiple languages; online traffic payment plans to help those struggling to pay citation fees;
- Self-help services in family, civil and probate delivered both one-on-one and through workshops, assisting with forms preparation, procedural information and mediation, delivered both in-person and online;
- Online services for litigants such as e-filing in all litigation types, electronic records access, online reservations for telephonic Clerk's office services, online traffic processing, automated hearing reminders, court hearing scheduling, jury service registration;
- Online services for attorneys and justice partners such as a secure court records portal, one-stop Attorney Portal, and Media Portal;

# THE POSITION *continued*

## **LASC Accomplishments** *continued*

- Automated business processing reengineering of juror on-boarding, payment of court-appointed experts and counsel, bail refunds and other processes;
- Online dispute resolution options for family law litigants to be able to negotiate and file proposed child custody orders;
- Online dispute resolution platform serving thousands of small claims and unlawful detainer litigants;
- Automated bail refund system;
- LASC-created automated solutions used by other California trial courts, including procurement services, automated appeals transcript preparation, online identity management, and court hearing reminder systems.



It is imperative that the CEO of the Court be a transformative leader. The position requires a professional who possesses the skills and vision to develop, articulate and execute short-term and long-term goals for the Court that enhance the mission of the Court and emphasize a commitment to access to justice for all. To that end, the CEO must shape and maintain relationships with key stakeholders, build on the essential work that has already been implemented and embraced over the past decade and beyond, and recognize the power and influence of the Court locally, statewide, and nationwide. Any candidate will recognize that the CEO position presents a significant, unique, and career-defining professional opportunity to lead the organization into a future that is informed by not only the past but also the changing world in which we strive to maintain access to courthouses and the judicial system.

This is an at-will, executive-level, appointed position; the CEO serves at the pleasure of the judges of the Court.

## ***Distinguishing Characteristics of the Ideal Candidate***

The ideal candidate must be a leader who is capable of representing the Court consistent with its reputation of excellence in California and nationally. Excellent written and oral communication skills are essential.

The candidate must have demonstrated the ability to manage complex business operations. The successful candidate will possess a strong grasp of public finance, budgeting, asset management, technology implementation and personnel management. It is essential that the candidate demonstrate strategic problem-solving ability and the foresight to identify and plan for future challenges, especially in the areas of budget, technology, and facilities.

The ideal candidate will be committed to the administration of justice and to equal access to justice, including for persons who come into the Court system without counsel.

# THE POSITION *continued*

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The successful candidate will be hard-working and service-oriented and will be able to build teams at every level of the organization to support the judicial function and to provide an excellent level of service to court users.

The ideal candidate will have adaptive leadership skills, interpersonal skills, and the emotional intelligence to manage complex relationships that are crucial to the successful operation of the Court. The CEO must successfully maintain collaborative relationships with:

- **The Judges of the Court**, who are independent constitutional officers responsible for applying the law and providing access to justice in the cases before them.
- **The Presiding Judge**, who is responsible for supervising the judicial work of the Court, including assignment of judicial officers and distribution of the Court's workload geographically and by case type. The CEO must be able to collaborate with the Presiding Judge and the judicial leadership team (Supervising Judges) in assessing and fulfilling the needs of the Court in light of its responsibilities for the administration of justice.
- **The Judicial Council** determines the division of the trial court budget among the 58 Superior Courts in California. It makes recommendations on legislative and policy issues affecting court facilities, information technology, trial court operational practices and litigation management and adopts Rules of Court concerning procedure and judicial branch management. The CEO must maintain a credible leadership position in statewide judicial administration.
- **Los Angeles County** - Through a collaborative arrangement, the Court makes use of Los Angeles County benefits structures for court employees and judges. The County shares some courthouse facilities with the Court. The District Attorney, Public Defender, Probation Department, Department of Children and Family Services, and Sheriff's Department operate within the County government structure. The Sheriff provides security to the Court.
- **Legislative leaders**, especially the legislative delegation from Los Angeles County.
- **Unions** representing Court employee bargaining units.
- **Bar associations** and legal service organizations who represent or assist litigants.
- **The media** and other key stakeholders.

A bedrock requirement for the role of CEO is adherence to the highest standards of ethics, integrity, honesty, and professionalism. The successful candidate will demonstrate the ability to foster open communication at all levels of the organization.

# QUALIFYING EXPERIENCE AND EDUCATION

**Experience:** The ideal experience for this position would include highly responsible management experience, including in an administrative capacity in a court system with similar complexities. Managerial experience should include responsibility for budget and finance; information technology; employee and labor relations; and public relations. Candidates from the public or private sector who do not have court system experience may be considered if they can demonstrate (1) a successful track record of increasingly responsible experience at the executive level in an organization of similar complexity, and (2) a broad understanding of the role and function of courts including an ability to analyze legal matters.

**Education:** A Master's or Bachelor's degree, preferably in business or public administration or a related field, or a Juris Doctor degree.

**Citizenship:** The applicant must be a citizen of the United States.



# SELECTION PROCESS

The most qualified candidates will be invited to interview by the Executive Officer Selection Committee. In-person interviews are tentatively scheduled during early October (anticipated to be scheduled during the week of October 3-7, 2022). Candidates will be given at least five calendar days' notice prior to the interview with authorized and customary travel expenses reimbursed. The final selection process will be multi-faceted and may involve additional follow-up interviews including introduction to key executive staff and a tour of facilities.



# APPLICATION & PROCESS

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. It is the intent of the CEO Selection Committee to uphold the confidentiality of this recruitment effort until the Presiding Judge makes the public announcement of the new CEO in early November.

Interested parties are requested to submit no later than **Friday, September 9, 2022.**

Electronic submission to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) should include a cover letter and a comprehensive resume including specifics related to budget, staffing, career accomplishments and organizational structure. Additional information, requested later in the process, will include responses to supplemental questions, sample written reports, organization chart and professional references. No references will be contacted until mutual interest has been achieved. The evaluation process will be well underway in mid-September and early October with a contingent offer expected in mid-to-late October. Final selection is targeted for early November and the target hire date is December 1, 2022, or a mutually agreed upon date.

Any specific questions should be directed to Ms. Heather Renschler at 916-630-4900 or alternatively, a specific request for a confidential discussion should be directed to [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).



# TOTAL COMPENSATION PACKAGE

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The Court is proud to offer an outstanding total compensation package including a competitive salary and outstanding benefits. The CEO salary range extends from mid-300s to upper-400s. Starting salary will depend upon qualifications.

Through a collaborative agreement with the Court employees are eligible for County benefits and retirement programs including a defined benefit pension program through LACERA and matching contributions of up to 4% to the 401(k) savings plan and 4% to the 457(b) deferred compensation plan. For information on LACERA pension plans, vesting, and reciprocity please visit [www.lacera.com](http://www.lacera.com).

Additionally, the CEO is eligible for the MegaFlex benefits program which includes a 19% (of salary) tax-free cafeteria plan allowance to purchase medical, dental and disability benefits. Any remaining cafeteria plan allowance is paid out to the participant on an after-tax basis. In addition to tax-free medical and dependent care spending accounts, the Court contributes \$75 per month to the Dependent Care Spending Account.

The CEO is eligible for a monthly Civic Center commuter allowance, subsidized parking at the Stanley Mosk Courthouse, and is assigned a Court-owned vehicle for business use. Relocation assistance is available.

The CEO is an at-will, appointed official who serves at the pleasure of the judges of the Court and whose salary is an incident of office. During the final steps of the process and prior to appointment, the successful candidate will undergo extensive reference and background checks.

*The Superior Court of California, County of Los Angeles is an Equal Opportunity Employer*



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