

# JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR PROJECT MANAGER  
**LOCATION:** SAN FRANCISCO/SACRAMENTO  
**JOB OPENING #:** 5277

### OVERVIEW

The Judicial Council of California is accepting applications for the position of Senior Project Manager for the Facilities Services office.

The Senior Project Manager is expected to manage multiple major capital projects of the largest size and complexity and related complex assignments. The Senior Project Manager is the highest-level project manager with extensive education, training, and background in planning, design and construction of building projects. The candidate will have been, and will be, responsible for retaining and directing professional consultants and contractors, and for directly managing and facilitating interactions among diverse, multiple internal and external team members. The Senior Project Manager is skilled in all technical and managerial aspects of planning, managing design, and delivering construction of major capital building projects.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental, and vision coverage, flexible spending, \$130 monthly stipend toward public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the San Francisco or Sacramento office.

### RESPONSIBILITIES

- Management and responsibility for the pre-construction phase (planning and design) of multiple capital projects by utilizing specialized/best project management principles to implement the policy and procedures of the Judicial Council:
  - Direct the tasks and organize the people/consultants necessary for the evolution and delivery of a building project;
  - Conduct regular meetings for oversight of project performance and progress;
  - Writes progress reports, meeting notes, special issues reports, and other forms of communication;
  - Performs review of design and construction documents for conformance with the project program and the California Trial Court Facilities Standards.
- Management and responsibility for specialized tasks during the construction phase of the capital projects by utilizing best project management principles to implement the policy and procedures of the Judicial Council (JC);
  - Verify the construction progress by reviewing detailed construction schedules and monitor consultant team performance: CM@Risk or GC and their subcontractors, architect and their consultants, commissioning authority, and other related consultants;

- Visit construction site regularly for construction observation and attend frequent meetings such as Owner – Architect – Contractor meetings, pre-construction meetings, issues-related meetings, commissioning, etc.;
- Coordinate transition from construction to ownership/occupancy through document submittal review, training schedule, and close communication with the Facilities Operations unit and Superior Courts;
- Coordinate with JC inspection team and authorities having jurisdiction; identify project risk for implementation of risk management.
- Manage external project/construction management, design, and construction consultants:
  - Oversee the work progress of consultants through required submittals and frequent meetings;
  - Direct the selection process for architects, construction firms, and other consultants.
- Financial project management responsibility to keep project costs in line with authorized project budgets (hard construction costs and project close-out costs):
  - Review project budgets from initial planning through construction and project closeout;
  - Perform fee negotiation with all consultants to ensure compliance with project budget and conformity to industry fees, review and recommend for management final approval of additional services fees and scope changes;
  - Review all potential change orders to determine appropriate cost basis and for compliance with construction agreement.
- Communication and coordination with internal/external stakeholders:
  - Coordinate with internal JC experts, external city/county justice agencies, and state agencies having jurisdiction throughout the project;
  - Advise planning team on development of project functional programs and feasibility reports for the projects;
  - Implement JC site acquisition policy process with real estate team and manage the process with the Project Advisory Group for each project and each Superior Court.
- Participate in the development of policy and procedures, standards, and evaluation tools for planning, design, and construction.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree, preferably in architecture, engineering, building engineering or construction management, and five (5) years of construction/project management experience. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One year as a Project Manager with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Project Manager in a California Superior Court or California state-level government entity.

### **LICENSING AND CERTIFICATIONS**

- Architect, Professional Engineer, or Certified Construction Manager.
- Certification in Leadership in Energy and Environmental Design (LEED), as assigned; and
- Valid driver's license, as assigned.

### **OTHER**

Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

Beginning July 1, 2020, Judicial Council employees are required to participate in the one day per month Mandatory Furlough Program.

### **HOW TO APPLY**

This position is Open Until Filled and requires the submission of our official application and resume.

To complete an online application, go to job opening #5277 at <https://www.courts.ca.gov/careers.htm>

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

**PAYMENT & BENEFITS**

\$9,757.00 - \$12,211.00 per month

(Starting salary will be \$9,757.00 per month)

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
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Judicial Council of California Is an Equal Opportunity Employer.**

## **Supplemental Questions**

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. Do you have a current valid California's driver's license?