

POSITION RECORD

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Position Data			
1. Position #: 10058		2. Current Incumbent: Laura C. Minor	
3. Position Title: Associate Director			
4. Position Reports To #: James Duff		5. Occupational Series: E000	6. Pay Plan: EM
		7. Pay Band at full Perf Level: 00	
8. Department Code: DPS		9. Organization (Include all levels) : DPS	
10. Duty Station: Washington, DC		11. Position Duration: Regular	12. Temporary Position NTE Date:
13. Random Drug Testing: No		14. Policy-determining or Confidential: Yes	15. Telework Eligibility: Eligible
16. Supervisory Type: Manager (<i>EMG & Sr. Staff Only</i>)		17. Physical or Other Special Requirements: No	
18. Position Sensitivity Level: Select High Risk			
18a. Reason for Sensitivity Level Determination (<i>for other than Low Risk</i>): position sensitivity set by policy therefore no PSD completed. CMH			
19. IT System Access:		19a. Access Level or Role:	
19b. Additional Information:			
Job Responsibilities			
20. State the <i>primary</i> purpose of the job in one or two sentences.			
Position is the Assistant Director of the Department of Program Services, which assists the AO Director in carrying out his responsibility as the Director of the Administrative Office of the US Courts.			

Job Tasks

21. List the primary tasks and essential functions of this job. Each task/function should be action-oriented. Include any physical, medical, or other special requirements needed to perform the job.

a.	Building Coalitions/Communication. Explains, advocates, and expresses facts and ideas in a persuasive manner to include clarifying and explaining to others the importance of the judiciary's programs and legislative needs, and negotiates with individuals and groups internally and externally. This involves developing an expansive professional network with other organizations and identifying the internal and external politics that impact the work of the organization. Presents and discusses sensitive policy and political issues in an articulate and tactful manner to internal staff, supervisors, court staff, members of Judicial Conference committees, other judges and court executives, and all levels of AO management. This includes establishing and maintaining effective working relationships with all AO and judiciary stakeholders, customers and clients and members of various conferences and committees, as well as with executive branch officials, and other relevant groups; and coordinating the work of the Senior AO professional who supports the Department of Program Services and the AO; providing staff support to the Chief Justice of the United States and the Director regarding Department of Program Services work functions; providing procedural advice and guidance to judges and others regarding the policies and activities of assigned areas, duties, and responsibilities/authorities.
b.	Leading People. Designs and implements strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals, including adherence to EEO guidelines. This includes valuing cultural diversity and other differences, fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
c.	Leading Change. Develops and implements an organizational vision, which integrates key national and program goals, priorities, values, and other factors. The incumbent must be able to balance change and continuity, to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.
d.	Business Acumen. Acquires and administers human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision making. This includes attracting, training, and managing a diverse staff of professional and technical personnel and managing other office resources to meet objectives efficiently and effectively.
e.	Results Driven. Stresses accountability and continuous improvement, makes timely and effective decisions, and produces results through strategic planning and the implementation and evaluation of programs and policies.
f.	
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i.	
j.	

Certifications

Supervisory Certification: I certify this is an accurate statement of the job responsibilities, tasks, competencies, measures, and classification of this position is necessary to carry out the Judiciary functions for which I am responsible.

22. Supervisor Name:
James Duff

Supervisor Signature:

Date:

23. 2nd Level Supervisor Name: James C.Duff	Supervisor Signature:	Date:
Classification Certification: I certify this is classified in accordance with AO Human Resources system published classification standards developed under authority of the AO Personnel Act of 1990.		
24. Name and Title of HR Advisor: Darlene Thomas	HR Advisor Signature: Darlene Thomas	Date: 10/1/2013

Recertifications					
	Initials	Date	Initials	Date	Remarks
Supervisor					
HR Advisor					

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