



# Superior Court of California, County of Riverside

*invites your interest in the position of*

## Chief Operations Officer



Recruitment Services Provided by  
Ralph Andersen & Associates

# The Area – Riverside County

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula’s wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. All in all, Riverside County is a great place to live, work, and play.

With more than two million residents, Riverside County is the tenth most populous county in the U.S. and the fourth most populous county in California. The region has experienced explosive population growth in recent years and service levels have reached peak demand in many government entities. The County spans approximately 7,300 square miles and contains 28 cities. Combined with a reasonable cost of living, Riverside County’s multi-faceted environment of rolling hills, lakes, rivers, deserts, and forests has made it one of the nation’s fastest-growing counties for more than a decade. Riverside County is conveniently located within a short drive to Southern California’s many cultural events, theme parks, tourist attractions, and local beaches, which makes it an excellent alternative to the costlier and more congested neighboring counties. The County’s housing market continues to be among the most affordable in Southern California. Higher education facilities abound throughout the area, providing continuous educational opportunities for professional development.



# Riverside Superior Court

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The Superior Court of California, County of Riverside (“Court”) serves the 2.4 million residents of Riverside County through 13 courthouses (95 courtrooms) in three geographical regions – Desert, Mid-County, and Western. Riverside is one of the few counties in the State that has consistently grown while overall state population has decreased. While providing the highest level of public service and quality of justice, each employee of the Riverside Superior Court is dedicated to making the Court function as efficiently and effectively as possible.

Recognizing recent restructuring and internal reorganization, addressing vacancies, retirements, and position attrition, the Court now has approximately 1,000 employees in more than 70 job classifications performing a wide range of non-judicial functions including budget and fiscal services, clerical and courtroom support, technology support, legal research, facilities, human resources, and administration.

The Court’s budget is comprised of funding from several sources – the State Trial Court Trust Fund, the State General Fund, grants, and other local fees. The operating budget for Fiscal Year 2024-25 (July 1 to June 30) was \$221,345,581. Currently, the Court has 75 authorized judgeships (two of which are vacant), 14 commissioners, and one hearing officer.

In addition to its current locations, the Court expects construction on one new courthouse located in Indio (for juvenile and family law) to be completed within the upcoming year.

There are three labor organizations representing Court employees – Laborers’ International Union of North America (LIUNA), Service Employees International Union (SEIU), and California Federation of Interpreters (CFI).

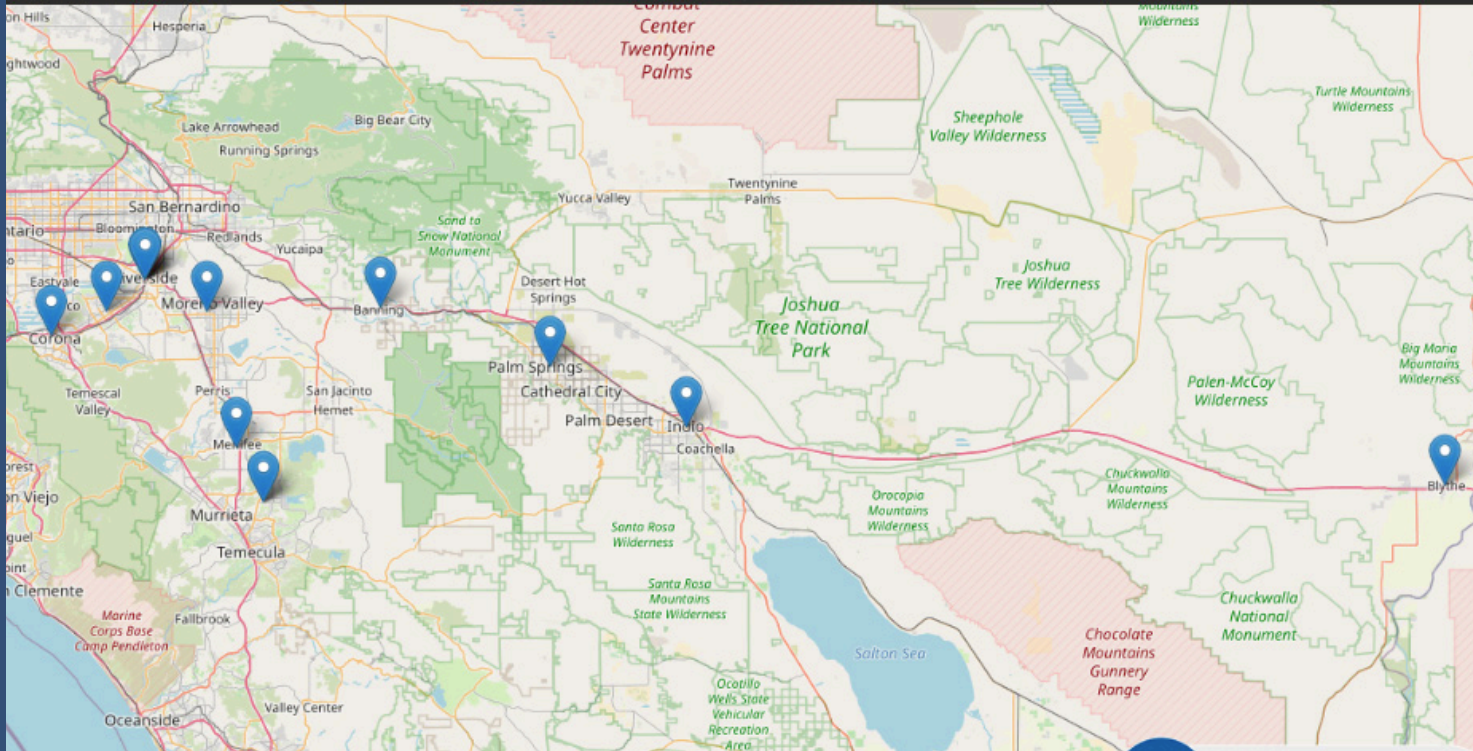
Over the past several years, the Court has implemented one integrated case management system (CMS) for all case types. The new CMS also enabled electronic filing for civil cases. The design and implementation of the new CMS represents a significant investment in funding and staff resources. The CMS links business processes with system architecture, involving court staff from many disciplines and streamlined procedures to ensure the highest quality of justice and public service.

There are 12 Indian tribes located within the County of Riverside. The Court interacts with these tribes on a frequent basis in dealing with jurisdictional cases.

# Mission Statement

*The Superior Court of California, County of Riverside will, in a fair, accessible, effective, and efficient manner, resolve disputes arising under the law and will interpret and apply the law consistently, impartially, and independently to protect the rights and liberties guaranteed by the Constitutions of California and of the United States.*

## Courthouse Locations



- Banning Justice Center
- Blythe Courthouse
- Corona Courthouse
- Larson Justice Center (Indio)
- Menifee Justice Center
- Moreno Valley Courthouse
- Palm Springs Courthouse
- Riverside Family Law Courthouse
- Riverside Hall of Justice
- Riverside Historic Courthouse
- Riverside Juvenile Courthouse
- Southwest Justice Center (Murrieta)
- Southwest Juvenile Courthouse (Murrieta)

# Overview of Position

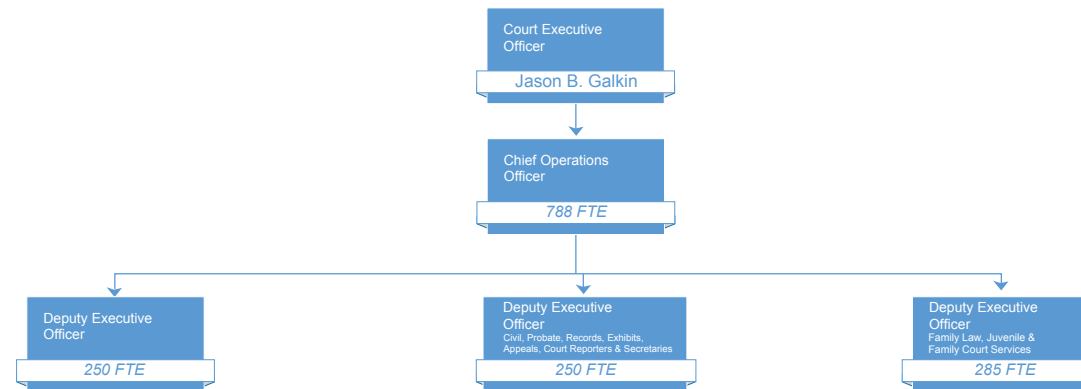
This position is a result of the retirement of a long-tenured and highly regarded member of the Riverside Superior Court’s executive leadership team.

This at-will executive management-level position reports to the Court Executive Officer (“CEO”) and is responsible for providing court-wide support services to meet judicial needs in providing fair and equal justice. This vital and mission-critical position directs the overall management of court operations and strategic initiatives, overseeing and managing subordinate staff to maximize operational effectiveness, and has full supervisory responsibility for direct reports.

This position oversees three direct reports (with upcoming retirements) and a total of 788 staff as noted in the following organization chart:



## Superior Court of California, County of Riverside Court Operations



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Case type assignments of the Deputy Executive Officers are made under the direction of the Chief Operations Officer and are subject to change.

# The Position *continued*

*A key and critically important responsibility of this position will be developing internal operational efficiencies, enhanced procedures, and technology solutions to address and balance the funding need with current vacancies, upcoming retirements, and day-to-day staffing levels.*

This position has expansive responsibilities that include the following:

- Establish and implement effective court policies, goals, objectives, and procedures for assigned units; participates as part of the senior management team in resolving critical issues within the operational support units and the integration of new programs.
- Establish and manage court operational budgets and related activities for assigned units to ensure productivity and service efficiency; oversee activities directly related to court business in providing fair and equitable judicial services.
- Direct and manage strategic initiatives including research, analysis, and planning of new or emerging operational requirements; effectively interrelate and negotiate on behalf of the court with other agencies, service providers, vendors and the public; oversee development and integration of innovative court operational programs.
- Manage regularly scheduled evaluations of court operational programs to ensure compliance with court or government guidelines and standards; direct and oversee the preparation of comprehensive studies and complex analytical reports in support of evaluating operational efficiency; conducts regular review and evaluation of statistics to identify and interpret trends in a timely manner for the court to prepare and/or anticipate necessary future support.
- Regularly evaluate and review court programs, policies, and procedures as it relates to operational support services to ensure maximum effectiveness and efficiency. Identify existing resources and the need for new or different tools or processes.
- Manage assigned units directly through subordinate managers and supervisors and perform a broad range of management duties; direct and advise subordinate managers and supervisors how to effectively utilize available resources.
- Assist the Court Executive Officer and work collaboratively with the Court's Executive Leadership Team in developing and attaining organizational goals and objectives through development and evaluation of court-wide programs; resolve complex problems as they relate to assigned areas.
- Represent the Court in dealings with the Judicial Council of California, justice partners, vendors, the County, and other entities; participate in local, state organizations and committees for planning and research activities including other branches of government and effectively demonstrate a statewide and local perspective on court issues.
- Supervise subordinate staff within assigned units; select, train, evaluate, and discipline staff; resolve complex administrative and personnel problems; create performance and development plans for direct reports, conduct periodic discussions about progress on performance and development plans, and prepare written performance reviews and discuss with appropriate staff; review and approve direct report requests for personal appointments and administer disciplinary actions and dismissals as necessary.

# The Ideal Candidate

The Court is seeking a progressive and seasoned Operations leader to join this dynamic and robust organization. The ideal candidate for this position will have a solid understanding of the court system and be organized, creative, operational, and technologically savvy.

This position requires a self-directed, enthusiastic, and excited individual who enjoys focusing on operational efficiencies and streamlining processes. A creative and collaborative approach is needed to address an organizational shift in culture, gaining support of staff in cultivating an environment that is welcoming and receptive to the need for continuous improvement and incorporating best practices in the 10th largest trial court in the nation.

Exceptional interpersonal and communication skills are essential to the candidate's overall success. The new Chief Operations Officer will be expected to establish good working relationships throughout the organization. The ideal candidate for this position will be someone who quickly and seamlessly garners confidence from the CEO, Executive Leadership Team, the Presiding Judge, the Assistant Presiding Judge, and other judicial members of the Court, as well as court managers, court staff, vendors, labor union partners, and other key stakeholders. A technically astute individual with an eye for detail is also essential in this position. The incumbent must adopt innovative solutions to achieve the Court's goals and priorities in this dynamic and evolving environment. The most competitive candidates will work collaboratively with staff to ensure continuous operational improvement.

Importantly, the Chief Operations Officer will excel in developing and mentoring staff, as well as building an effective team. The Chief Operations Officer will also be a leader and a motivator, encouraging quality, efficiency, ethics, and customer service-oriented work.



# Qualifying Education and Experience

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A common way to demonstrate the necessary education and experience required for success in this position is a with Bachelor's and/or Master's degree from an accredited college or university with major course work in business administration, public administration, criminal justice, or a closely related field and seven (7) years of related and increasingly responsible professional experience at a management level (preferably in a court environment).

## Compensation and Benefits

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The Riverside Superior Court is proud to offer a competitive compensation package which includes:

- Competitive salary, dependent on the qualifications and experience of the selected candidate. The salary range for this role is \$179,799.77 to \$244,345.20.
- Hybrid work schedule.
- Relocation and moving assistance.
- Participation in CalPERS Retirement Pension Program. The Public Employee's Pension Reform Act of 2013 (PEPRA) will determine retirement tier eligibility. For questions regarding tier eligibility, please contact CalPERS at 1-888-CalPERS (1-888-225-7377).
- A comprehensive welfare benefit plan which includes nine (9) HMO and two (2) PPO options and Dental DHMO and PPO.
- Court contribution towards the biweekly cost of Medical and Dental benefits, of which many plans are 100% fully employer covered. Paid Vision benefits for employee and eligible family members.
- Participation in a 457(b) deferred compensation plan through Nationwide; the Court contributes \$50 biweekly to a 401(a) account.
- Other benefits include Life insurance, short- and long-term disability, flexible spending accounts, annual leave, 14 court holidays. Participation in Social Security Retirement Benefits. Qualifying employer for Public Service Loan Forgiveness Program. Paid parking in Downtown Riverside.

# To Be Considered

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This is a confidential process. References will not be required to be submitted or contacted until mutual interest has been established. The closing date for submittal of interest is **Tuesday, September 2, 2025**. Resumes will be reviewed upon receipt of a completed application package.

To be considered, candidates must submit a compelling cover letter and a comprehensive resume. Electronic version of all submittals is strongly encouraged. Interested candidates should apply via email at [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

## The Process

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Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or other written exercises.

Round #1 will consist of a Panel Interview using video technology and will be conducted in early September. Follow-up interviews (Round #2) will be held in person (mid-to-late September) and will include meetings with the CEO and the Executive Leadership Team, a facility tour, and an opportunity for the candidate to explore the community and the region. The top-selected candidate is not required to live within Riverside County. The Court will consider hybrid work schedules for the most competitive candidates.

The final selection is anticipated to be completed before the end of September 2025. This appointment is a direct appointment by the CEO and will not require a public release of names during the process or at conclusion. Ideally, the Chief Operations Officer will join the organization in October/November. Flexibility in the start date will be granted to the extent possible to ensure the best overall fit in terms of experience, style, and personal attributes for this position.

Top contenders will be required to sign a release form to reference calls and verifications at a later point in the process. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Confidential inquiries and questions regarding this career opportunity should be directed to: Ms. Heather Renschler via email at [heather@ralphandersen.com](mailto:heather@ralphandersen.com) or via phone at 916-630-4900. If desired, a pre-set date/time for an introductory call can be scheduled by sending an email to [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

***An Equal Opportunity/ADA Employer  
Female, Minority, and Disabled Candidates are Encouraged to Apply***

**[www.riverside.courts.ca.gov](http://www.riverside.courts.ca.gov)**