



# Superior Court of California, County of Riverside

*invites your interest in the position of*

## Chief Financial Officer

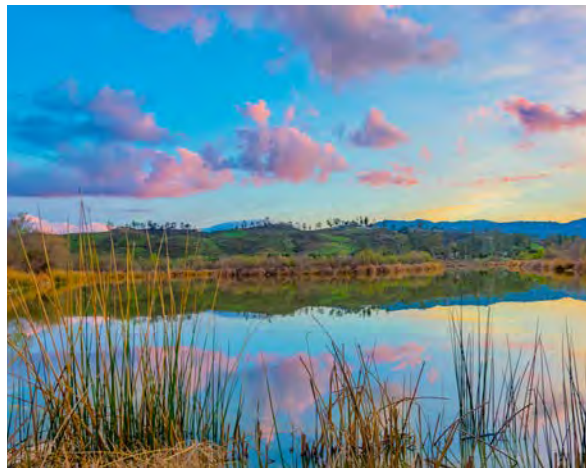


Recruitment Services Provided by  
Ralph Andersen & Associates

# 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 14 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.

The Court has over 1,200 skilled 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 2023-24 (July 1 to June 30) is approximately \$255 million. Today, the Court has 75 judgeships (eight of which are vacant), 14 commissioners (one of which is vacant), and one hearing officer.

In addition to its current locations, the Court is expecting construction on two new courthouses to be completed in the next several years, one in Menifee (civil and family law) and the other in Indio (juvenile and family law).

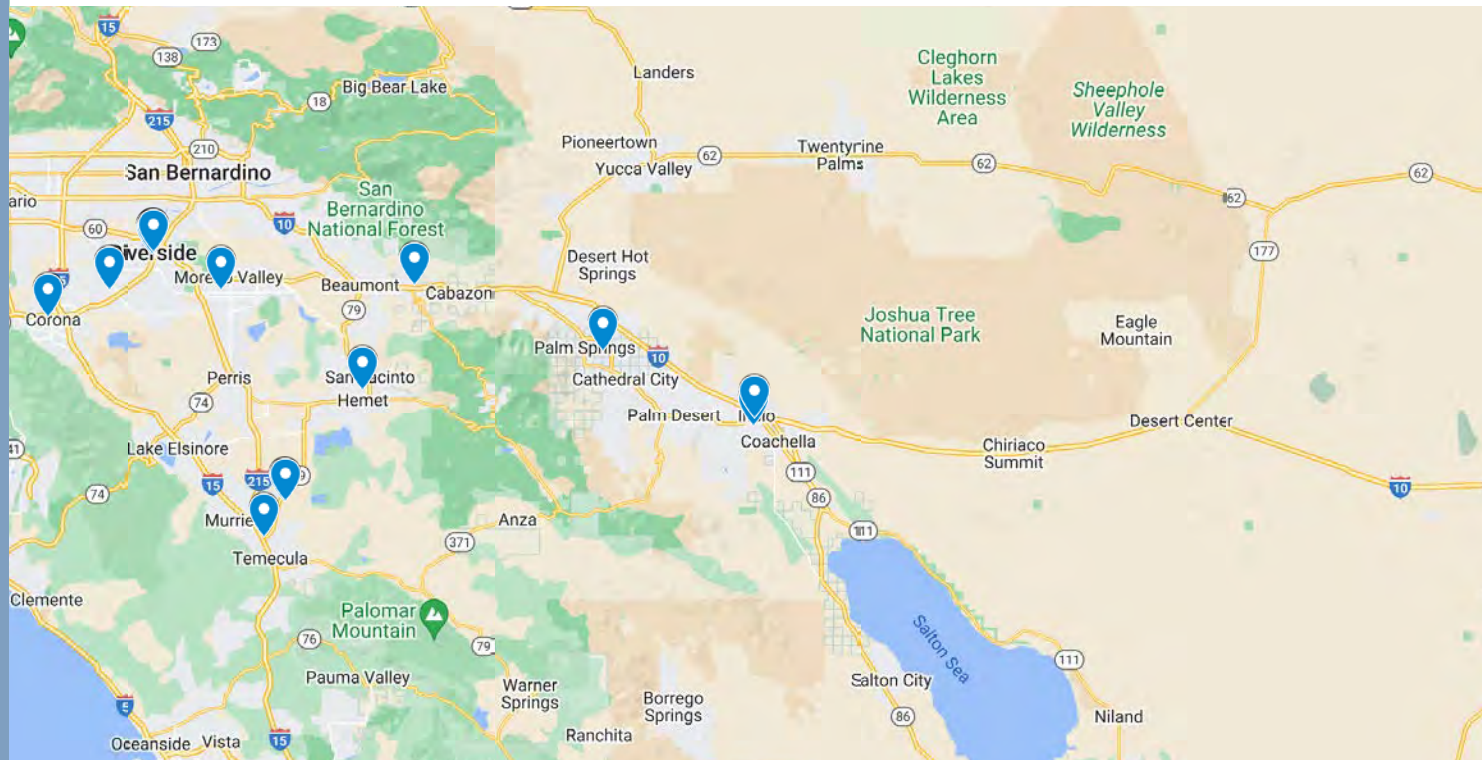
There are three labor organizations representing Court employees – Laborers’ International Union of North America (LIUNA), Service Employees International Union (SEIU), and California Federation of Interpreters (CFI).

Over the past several years the Court has implemented one integrated case management system (CMS) for probate, family law, civil, and juvenile case types, with the last case types – criminal/traffic – scheduled for 2024. The new CMS also enabled electronic filing for civil cases. The design and implementation of the new CMS represents a large 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.

## Superior Court of California - County of Riverside Locations ☆

This map was made with Google My Maps.



## Courthouse Locations

- Banning Justice Center
- Blythe Courthouse
- Corona Courthouse
- Hemet Courthouse
- Larson Justice Center (Indio)
- 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)
- Temecula Courthouse

# 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.*



## The Position

Under the direction of the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) functions as the highest-level executive overseeing financial functions and services for the Superior Court of California, County of Riverside. The CFO is responsible, through subordinate management and supervisory staff, for the planning, organizing, and management of financial systems of the Court. This position is also tasked with evaluation and reporting of the overall financial position of the Court as well as managing accounts receivable and payable, budget preparation and monitoring, and multi-year projections of expenditures and revenue.

In addition, the CFO will be responsible for directing the activities of assigned departments and will serve as the financial advisor to the CEO.

The Chief Financial Officer will lead a team of 18 experienced and professional employees.



# The Position *continued*

Key challenges this position may face will include:

- Potential deficits in funding for upcoming fiscal years due to possible recession.
- Balancing key court needs with limitations in funding.
- Strategic engagement to increase judicial branch funding levels.
- Collaboration to implement fiscal efficiencies to increase productivity and fiscal compliance.
- Establishing and maintaining robust multi-year budgeting practices to facilitate financial and organizational resiliency.

Specific responsibilities for the CFO include the following:

- Direct the development and implementation of accounting and controlling systems, policies, and procedures; advise the CEO and other organizational leadership on the financial consequence of both proposed and implemented policy decisions.
- As a member of the executive management team, participate in the development and implementation of operating and administrative policies, potential new programs to facilitate long- and short-term strategies, and financial plan objectives, including major financial plans such as capital expenditures.
- Develop and maintain multi-year budgetary projections to facilitate organizational strategic planning and tactical decision making.
- Monitor legislation and court mandates which impact financial and budget planning and reporting responsibilities; recommend financial strategies for department programs based on cost experience, projected trends, and financial objectives; plan, organize, and administer the Court's annual budget.
- Review and evaluate the effectiveness of all financial and accounting systems and establish procedures to ensure reporting compliance with local, State, and federal laws, rules, and regulations.
- Monitor and report deviations from approved budgets and recommend corrective measures; investigate and recommend methods of financing capital expenditures. Ensure the development of information systems which accurately and efficiently compile, record, and report financial data in conjunction with the Court's Financial System.
- Review, monitor, and direct the productivity and performance of assigned departments and provide direction as necessary; establish internal controls to monitor and safeguard the financial assets of the Court.
- Prepare or supervise the preparation of a variety of complex fiscal and management reports and correspondence; perform special studies as assigned by the CEO including periodic reports which reflect the Court's overall financial position.
- Participate as a member of the executive management team overseeing consistency in fiscal activities court-wide; may represent the CEO at meetings and conferences.
- Exercise tact and diplomacy in dealing with highly sensitive, complex issues and situations with broad effects on court activities.
- Establish and maintain effective working relationships with judicial officers, court employees, other governmental agencies, the public and others encountered in the course of work.



# The Ideal Candidate

The Court is seeking a progressive and seasoned CFO; a creative out-of-the-box thinker who is willing to make difficult decisions and will effectively serve as the Court's top fiscal advisor. This position will support the CEO and the operating departments of the Court's various functions in this dynamic organization.

A self-directed and enthusiastic individual who can hit the ground running will succeed in this position. Exceptional interpersonal and communication skills are essential to the candidate's success and the new CFO will be expected to establish good working relationships throughout the organization. The best match for this position will be a CFO who is able to garner complete confidence from the CEO, the Presiding Judge, Assistant Presiding Judge, and other judicial members of the Court as well as court managers and key stakeholders. A technically astute individual with an eye for detail is also important in this position. The incumbent must embrace innovative solutions to accomplish the goals and priorities of the Court in this robust and dynamic environment. The most competitive candidates will work collaboratively with staff to ensure continuous operational improvement. Additionally, the Court seeks a CFO who will excel in developing and mentoring staff and building an effective team. The newly selected CFO will be a leader and a motivator, encouraging quality, efficiency, ethics, and customer service-oriented work.



# Qualifying Education and Experience

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The selected candidate will possess a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a closely related field. A Master's degree is preferred.

The knowledge, skills, and ability to successfully perform in this role may be achieved by possessing more than seven (7) years of fiscal experience in a governmental agency which includes responsibility for, and participation in, financial management including budget preparation, execution, and control, with at least two (2) years of progressive responsibility for supervising professional accountants and/or financial analysts.

# Compensation and Benefits

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

- A generous and competitive salary dependent on the qualifications and experience of the selected candidate. The salary range for this role is \$172,817 to \$234,857.
- Relocation assistance available to eligible selected candidate.
- 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 HMO and two 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, January 2, 2024**. Resumes will be reviewed upon receipt of a completed application package.

To be considered, candidates must submit a compelling cover letter and 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 written exercise(s) to further evaluate relative experience and overall suitability for this position.

Round #1 will consist of Panel Interview using video technology. Follow-up interviews (Round #2) will be held in-person and will include a multi-day process to allow top contenders to meet with the CEO and Executive Team, tour the facilities, and 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 January 2024. 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 CFO will join the organization in February to allow for a smooth transition with the outgoing (retiring) incumbent in March. Flexibility in a start date will be granted as much as possible to ensure the best overall fit on experience, style, and personal attributes for this position.





## The Process *continued*

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***

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