



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

Program Manager for the Child Support Collaborative Project

Recruitment Period: Submit resume by August 9, 2023

Number of Positions: One (1) position

FLSA Status: Exempt

Salary Range: \$60,000 - \$70,000

Position Location: Fulton County, GA

Summary:

The Executive Program Manager for the Child Support Collaborative Project manages all aspects of that project as detailed in the inter-agency contract between the Department of Human Services/Division of Child Support Services (“DHS/DCSS”) and the Judicial Council/Administrative of the Courts (“JC/AOC”). This position serves as the primary staff member supporting the Georgia Child Support Commission, manages Georgia’s child support calculator, and serves as a liaison between the Child Support Commission, judges, and the executive branch child support agency, namely DHS/DCSS.

This position reports to the Division Director for Communications, Children, Families, and the Courts of the Judicial Council/Administrative Office of the Courts.

Job Responsibilities

1. Provide executive administrative support to the Georgia Child Support Commission, including all subcommittees and study committees.
2. Manage all administrative and logistical components of Child Support Commission meetings. This work must comply with the Commission’s By-Laws and Georgia’s Open Meetings Act.
3. Conduct studies and analyze issues for the Child Support Commission to carry out its assigned duties, including proposing legislation to the Georgia General Assembly.
4. Initiate and conduct quadrennial reviews, that include case sampling data of child support orders and worksheets, to gauge the impact of the child support guidelines and basic child support obligation table; initiate necessary contracts to secure independent studies of the guidelines and

basic child support obligation table as required by federal regulations.

5. Manage the child support calculator for the state of Georgia ensuring accessibility by anyone for the purpose of creating child support worksheets in child support actions. Work with JC/AOC IT staff and, if needed, outside vendors to ensure ongoing development, maintenance, business design changes, and security of the Child Support Calculator. Develop business designs for any updates and enhancements to the Child Support Calculator resulting from legislative changes to O.C.G.A. § 19-6-15.
6. Maintain knowledge of current state and federal child support laws, rules, regulations, and DCSS policies and guidelines.
7. Research and respond to requests for assistance to technical questions from the judiciary, attorneys, DCSS, and the public on issues related to child support generally, the income deduction order process, the child support calculator, and the child support guidelines statute. Refer legal questions received from the courts, the public, or DCSS to the appropriate person, including the Project's Staff Attorney and DCSS's assigned attorneys.
8. Initiate rule changes for the private Income Deduction Order, related forms, and processes, as needed.
9. Inform DCSS of statutory and/or rule changes identified by the Commission staff or as initiated by the Child Support Commission for that Agency's information.
10. Develop training or other materials and resources for use by the courts, lawyers, mediators, DCSS, and the public on the child support guidelines statute, the income deduction/withholding process, and using the child support calculator. Provide statewide training to the judiciary, attorneys, DCSS, mediators, and other court-related entities throughout the year.
11. Evaluate Parental Accountability Court programs to determine their effectiveness with the assistance of the JC/AOC Research Department.
12. Manage the Child Support Commission's website where the work of the Commission is made available, access is provided to the Child Support Calculator, and resources are available for the public.
13. Provide and maintain a website for Georgia's Income Deduction Order (IDO) process to provide information and forms to the judiciary, attorneys, and the public. Develop standardized court orders and forms as needed.
14. Conduct all other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university
- Three to five years of experience in the field of child support
- Computer skills using Microsoft Office Suite, Zoom
- Excellent organizational skills
- Excellent communication skills

- Strong initiative
- Good judgment and decisiveness with minimal supervision
- Ability to work independently and collaboratively
- Ability to produce high quality final products
- Ability to travel overnight statewide occasionally

To apply: Applicants must submit a resume to resume@georgiacourts.gov by close of business August 9, 2023. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line MUST include: **Program Manager, CSCP**

Additional Information: Applicant will agree to a criminal background check, verification of educational experience, and provide at least four references at the time of an interview. Preferably, one reference should provide evidence of the applicant's experience with child support and one reference should provide evidence of the applicant's good judgement and initiative.