

SPECIFIC DUTIES OF ODR STAFF

ODR Director

- Manages all ODR staff
- Responsible for recruitment, selection and termination of ODR staff and independent contractors, in consultation with Project Manager and Program Administrators
- Responsible for the initiation, design, development, and implementation of dispute resolution programs throughout the state
- Prepares reports and drafts legislation, rules and procedures
- Establishes expectations and provides employee performance feedback on an on-going and annual basis. Provides annual evaluations for district employees
- Provides for orientation and on-going training, mentoring and coaching to ODR Staff Receives and responds to complaints about ODR staff and contractors statewide, and ensures that a record of complaints is maintained within SCAO. In districts with local ODR offices, staffed by district employees, ODR Director notifies local District Administrator of any complaints received, and consults with District Administrator concerning C.R.S. 13-22-301 et seq.

ODR Project Manager

- Maintains policies and procedures essential to the provision of quality dispute resolution services
- Establishes curriculum and minimum standards for ODR Neutrals
- Provides policy and support regarding ODR services to court personnel
- Makes recommendations to the Director for the initiation, design, development, and implementation of dispute resolution programs throughout the state
- Consults and collaborates with individuals and organizations regarding dispute resolution policies and programs

Referral Coordinator

- Serves as first point of contact to the public for inquiries regarding ODR services
- Refers and/or assigns cases to mediators based on the location and case type
- Communicates with Neutrals and parties regarding status of fee waivers
- Processes fee waivers
- Collects and provides data for statistical reporting
- Provides administrative support as needed

Complete Job Descriptions for Central ODR Director and Staff can be found on the Judicial Branch website, <http://www.courts.state.co.us/Careers/Descriptions.cfm>

