



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ANALYST II (Fiscal Services)

(Class Codes 372C)

The Superior Court of California, County of San Francisco, is actively seeking qualified individuals interested in serving as Administrative Analyst II performing detailed research and analytical assignments and special studies, preparing and presenting reports on related issues, and performing other job-related duties as required. Duties with Fiscal Services are most often related to budget, contracts, and procurement functions and services.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: 12:00 PM, July 1, 2024

COMPENSATION: \$3,258.79 to \$3,959.68 biweekly (\$84,729 to \$102,952 annually)

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays, and holiday pay.

POSITION OVERVIEW

Performs a variety of administrative coordination and oversight work for Fiscal Services; performs complex detailed research, analytical assignments and special studies related to operations, functions, and services of Fiscal Services; prepares reports and presentations on a variety of issues; and performs other job-related duties as required.

Examples of Duties:

- Performs a variety of administrative and analytical assignments in budget development and control, program and performance analysis, purchasing, ordering and procurement, facilities and space planning, contract administration, and special projects.
- Performs quality assurance and control activities for fiscal processes and operations.
- Plans, updates, and oversees general fiscal operations including updating existing fiscal policies and procedures, improving operations through business process redesign and efficiency studies, and providing backup coverage as necessary for the department.
- Collects information on special issues, prepares analysis of data and develops financial reports as assigned.
- Performs cost analysis and projections to plan for future expenditures.
- Implements business intelligence tools such as Power BI for Fiscal Services in partnership with technology and data departments.
- Develops and prepares Request for Proposals (RFP), Request for Quote (RFQ), Invitation for Bid (IFB), and complicated procurement bid documents, and conducts the bidding process in accordance with the Judicial Branch Contracting Manual/Law and other relevant policies, within funding constraints.
- Oversees entire bidding process including responding to solicitation documents and the process, addressing questions and inquiries from potential proposers, arranging appropriate meetings for pre-bid and pre-award consideration of contract provisions, and conducting research for procurement processes and price quotes.
- Negotiates price, terms, and conditions with vendors for contracts and purchasing.
- Works with operations staff, managers, legal personnel and vendors to develop and draft contracts and amendments, and negotiates price, terms, and conditions with vendors for purchasing.
- Works with staff of the City and County of San Francisco (CCSF) to develop and renew memoranda of understanding (MOU) related to technology services, reproduction, payroll, indigent defense, and grants.
- Maintains current and accurate fiscal and procurement electronic and hard copy files and records including vendor lists.
- Performs procurement cost analysis, procurement trend analysis, and other fiscal analysis such as cost-benefit calculations.
- Maintains and updates Local Judicial Branch Contracting Manual, including standard operating procedures in related areas to augment statewide policies and procedures.
- Assists with inventory control procedures including data entry and monitoring of the inventory control database.

- Serves as the first point of contact and subject matter expert in assisting court staff with procurement questions and concerns.
- Provides general administration, including responding to public requests for public information related to contracts.
- Performs analysis for monitoring of grants received by the department; analyzes funding requirements specified by grantor; monitors grant revenues and expenditures to ensure grant administration and accounting comply with standards required by grantor.
- Prepares and organizes information for formal presentations and makes presentations as directed.

Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Working Conditions: Work is performed in an office, meeting room, and courtroom environment; continuous contact with other staff, vendors, and the public.

REQUIRED QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of progressively responsible professional analytical work experience, preferably in a governmental setting, performing work duties related to budget preparation and control, fiscal operations, purchasing, facilities management and other analytical work involving data collection, research, projection, analysis planning and report writing.

DESIRABLE QUALIFICATIONS

A bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, finance, or a closely related field, is preferred.

Knowledge of:

- Functions, organizations, programs, and policies of the San Francisco Superior Court and an assigned unit or division.
- Research and information gathering techniques.
- Project management and coordination.
- Budget development, projection, and control.
- Financial/fiscal analysis and reporting.
- Development of fiscal policies and procedures.
- Grant development, monitoring and administration.
- Purchasing and procurement methods, including inventory control.
- Contract development and administration.

- Principles and techniques of preparing a variety of oral presentations and written materials in a clear, concise, and complete manner.
- Principles, methods, and practices of accounting, auditing, finance, and the development and maintenance of fiscal controls.
- Price/cost analysis techniques such as activity-based costing.
- Court accounting systems and business intelligence tools.

Ability to:

- Plan, organize, and coordinate various administrative functions of an assigned area of court operations, such as budget, purchasing, facility planning and contract administration.
- Perform a variety of analytical work and administrative assignments.
- Manage and plan projects.
- Organize and present statistical and narrative information in a clear, concise, and complete manner.
- Make compelling arguments to support recommendations supported by research and data.
- Develop and implement procurement and contracting policies and procedures.
- Coordinate procurement and contracting activities of the Court.
- Provide counseling and advice on procurement and contracting issues.
- Effectively negotiate, administer, monitor, and terminate contracts.
- Prepare a variety of contracts for equipment, goods, and services.
- Analyze, comprehend, and apply applicable state laws, rules, policies, and procedures affecting procurement.
- Maintain organized contract files and logs for audit purposes.
- Establish and maintain effective and cooperative working relationships with senior management, court staff, vendors, judges, government officials, employees, and the public.
- Effectively represent the San Francisco Superior Court in contacts with the public and other government agencies.
- Use applicable computer software programs in the administration of purchasing systems.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

Applicants will be required to respond to the three items listed below when completing the online application. Responses to each item will be limited to 4,000 characters, approximately the equivalent of what would fit on one 8 ½ x 11 page—even though the system allows space for a longer

response. Applicants are encouraged to draft responses to the three items within the character limit prior to beginning the online application process.

1. What are the keys to successful budget management?
2. Please provide details of your professional experience related to contract and procurement processes. What was the extent of your responsibilities? What did you coordinate?
3. From your work experience, please describe a specific situation where you improved a business process. How did you identify the process that needed to be improved? What did you specifically do to improve the process and what was the outcome?

The preparation of the application, including the resume, statement of qualifications and the responses to the three items, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed, or resubmitted. **All applications must be submitted online by the final filing date and time indicated in this job announcement.**

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview & Skills Exercise:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. Applicants may also be required to participate in a skills exercise related to job factors. If interviews and the skills exercise are scheduled, it is anticipated that they will be conducted in July 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number, and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.

This announcement and the online application are available at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.