

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: Senior Analyst

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6295

OVERVIEW

The Judicial Council of California is accepting applications for the position of Senior Analyst in the Center for Families, Children & the Courts.

The Senior Analyst will serve as lead staff to the Sargent Shriver Civil Counsel Implementation Committee which distributes approximately \$17 million annually to legal services agencies and the courts. It will also serve as a liaison to the Legal Services Trust Fund Commission related to the administration of the Equal Access Fund, including approximately \$200 million in regular grants, and to the California Access to Justice Commission for issues related to the Equal Access Fund. The position is responsible for grants oversight and will create grant management guidelines and conduct compliance reviews. The position will review and analyze data submitted by grantees and prepare quarterly and annual reports required by the Department of Finance on Equal Access Funds. The incumbent will work with subject matter expert attorneys in the wide range of legal topics covered by the more than 100 legal services agencies who receive grants under these projects (including housing, family law, guardianship, conservatorships, probate, domestic violence and elder abuse) to identify needs for legal education and resources to ensure that services provided are of high quality. The incumbent will also draft contracts and agreements related to these programs. The position will review grant applications and reports and develop analyses for the Shriver committee. This position works independently with limited supervision. The position provides lead direction for other staff.

The Judicial Council

The Judicial Council of California is the policy setting body for the state court system and has constitutionally conferred statewide rule-making authority. This authority includes developing, advocating for, and allocating the judicial branch budget. A majority of Council members are California state justices and judges; however, the Council also includes lawyers, legislators, and court administrators.

By enhancing its role as a leadership, knowledge, and service resource for the judicial branch, the Judicial Council's staff organization seeks to continue to evolve as one of California's most dynamic public service entities, focused on improving access to justice for all Californians by innovating and responding to the changing needs of the courts and the public. As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.

The Judicial Council strives for work-life balance, including substantial vacation and holiday time. In addition, we offer an excellent benefits package, including pension, medical, dental, and vision coverage, flexible spending, up to \$130 per month reimbursement for qualifying commuting costs, and

retirement savings plans. In San Francisco, the office is only a 7-minute walk from the downtown Civic Center BART station. In Sacramento, the office is minutes from downtown, just north of Discovery Park.

The Judicial Council offers hybrid work arrangements for many positions. The successful candidate will be expected to work in person on Wednesdays at the Judicial Council's San Francisco or Sacramento office and reside in the areas surrounding these locations. Beginning January 2025, employees will work in the office at least two days per week.

RESPONSIBILITIES

- Under the direction of the Supervising Attorney, serve as lead staff for the Sargent Shriver Civil Counsel Implementation Committee.
- Meet with Committee Chair to identify issues for consideration by Committee.
- Under the direction of the Supervising Attorney, serve as liaison to the Legal Services Trust Fund Commission related to implementation of the Equal Access program.
- Meet with State Bar staff regarding Equal Access Fund. Report regularly on progress of grant programs and any issues to project manager.
- Under the direction of the Supervising Attorney, provide oversight and monitoring of grantee operations and ensure compliance in Shriver and Equal Access programs.
- Document program grant management and oversight functions and meet regularly with State Bar staff to review program compliance and communicate guidelines to legal services programs.
- Under the direction of the Supervising Attorney, provide education and subject matter technical assistance to Equal Access staff in legal services and courts on grants management and reporting issues for the programs.
- Prepare written guidelines for grantees including grant manuals, timelines, and frequently asked questions.
- Under direction of the Supervising Attorney, responsible for project management and timeliness of mandated Equal Access reports and Shriver legislative report.
- Provide project management and ensure timeliness and fidelity to established data collection and analysis plans for team assembling and reporting program metrics to state and federal housing data portals.
- Serve as liaison for Equal Access Funds to the Commission on Access to Justice.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, and four (4) years of analytical experience in program analysis, development, implementation, research, and/or evaluation.

Possession of a bachelor's degree in a directly related field for the assigned discipline such as political science, public administration, statistics, mathematics, etc., may be substituted for one of the years of required experience. An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Master's degree in a directly related field for the assigned discipline such as political science, public administration, statistics, mathematics, etc. that included qualitative and quantitative research, and one (1) year of analytical experience in program analysis, development, implementation, research, and/or evaluation.

OR

One year in the Analyst classification with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of an Analyst in a California Superior Court or California state-level government entity.

OTHER

Please note, if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

HOW TO APPLY

This position is Open Until Filled and requires the submission of our official application, a resume and a response to the supplemental questions. To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on October 31, 2024.

To complete an online application, go to job opening #6295 at <https://www.courts.ca.gov/careers.htm>

To complete the online application, please click the **Apply for Job** button.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS

\$7,710 - \$11,565 per month

(Starting Salary will be \$7,710 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of three pages.

1. Please explain why you are interested in this position and describe the skills you would bring to the position.