

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: Analyst

LOCATION: San Francisco/Sacramento

JOB OPENING #: 6237

OVERVIEW

The Judicial Council of California is accepting applications for the position of Analyst for the Facilities Services office.

The Analyst in Fiscal Support Services in the Program Accountability unit is responsible for providing analytical work and expertise of the Facilities Services program budget. Incumbent is responsible for budget and expenditure reporting and forecasting of the numerous fund sources utilized in the facilities program. The Analyst ensure budget allocations are not exceed and advises in the planning and development of budgets for the program. The Analyst provides support of the high volume of projects and corresponding contracts, and actively monitors the various funds used by the programs. In collaboration with the Senior Analyst, the incumbent ensures compliance with contract terms and monitors project budgets and contract balances.

The Judicial Council

The Judicial Council of California (JCC) 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 Civic Center BART station in downtown San Francisco. In Sacramento, the office is minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in person at the Judicial Council's San Francisco or Sacramento office and reside in the areas surrounding these locations. The Judicial Council offers hybrid work arrangements for many positions. Beginning in September 2024, employees will work in the office at least one day each week. Beginning in January 2025, employees will work in the office at least two days per week.

RESPONSIBILITIES

- Performs budget reporting, forecasting, and analysis of all fund sources associated with the Facilities Services program:
 - Provide monthly budget allocation to expenditure reporting of all fund sources to management for execution of the Facilities Program, inclusive current year funding and continuously appropriated funds.
 - Forecasts various funds and prepares reports for management use in decision making and to ensure budget commitments are not exceeded.
 - Advises on adjustments to budgets based on trend analysis.
 - In collaboration with Senior Analyst, provides open liability analysis to ensure contractual obligations do not exceed available program budget allocations.
- Serves as Facilities Services liaison to Budget Services for Department of Finance, JCC, and other entities: (JCC)
 - Provides annual budget allocations to Budget Services for upload to FI\$CAL and communicates adjustments to budgets as approved by management.
 - Addresses inquiries from Budget Services under guidance of the Supervisor and provides response or direction in the best interest of the Facilities Program.
 - Coordinates with Budget Services office to identify inconsistencies, errors, or irregularities in financial reporting.
 - Assists Budget Services office with requests for information from other entities, or irregularities in financial reporting.
- Provides final review and validation of appropriate budget allocation and chart fields related work in FI\$CAL:
 - Reviews Facilities Program FI\$CAL requisitions to ensure appropriate use of fund per budget allocations and per fund restrictions.
 - Ensures that internal controls for encumbering and spending of funds have been satisfied, including advisory committee approval and county shared cost approvals.
 - Advises Facilities Program on standardization of FI\$CAL submittals for alternate fund sources and unique funding scenarios to ensure appropriate fiscal responsibility.
- Ensures appropriate administration and data integrity of Master Database of Facilities Services Agreements including capital project contracts, facilities services agreements, MOUs, JOAs, and IBAs:
 - Performs quality assurance of contract data within database, validating against FI\$CAL and performing independent analysis data discrepancies.
 - Monitors agreements for expiring and unliquidated funds and coordinates with project managers to ensure funding is not lost.
 - Monitors contract extensions, expirations, contract balances, and fiscal-related contract components for which Facilities Services is contractually liable.
 - Responsible for quantifying the number of active solicitations, active FI\$CAL requisitions, purchase orders, contracts, and fiscal responsibility associated with each.
- Oversight of Facility Modification, Delegated Court, and Court Funded programs:
 - Audit Facility Modification obligations across the various platforms and identify anomalies and recommend corrective actions.
 - Prepare Court Funded reporting for Budget Services, Branch Accounting, and the Courts.
 - Monitor and track programs to ensure budget commitments are not exceeded.

MINIMUM QUALIFICATIONS

Bachelor's degree, and three (3) years of analytical experience in program analysis, development, implementation, research and/or evaluation. 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.

OR

Two years as an Associate Analyst with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Analyst in a California Superior Court or California state-level government entity.

OTHER

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

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **August 4th, 2024**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #6237 at <https://www.courts.ca.gov/careers.htm>

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

\$7,082.00 - \$10,623.00 per month

(Starting salary will be \$7,082.00 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 mass transit costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- Flex Elect 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.