

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: Associate Analyst

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6221

OVERVIEW

The Judicial Council of California is accepting applications for an Associate Analyst to join the Leadership Support Services office.

Under general supervision, the Associate Analyst will support the Appellate Court Appointed Counsel Program (CAC Program) by performing a variety of tasks in the District Courts of Appeal – Court Appointed Counsel System (DCACS) database to review, analyze, and make an initial approval of: panel attorney claims submitted by attorneys who are appointed to represent indigent appellants in the appellate courts; and of project offices monthly invoices. This also includes analysis, program guideline evaluation, and contract monitoring; and troubleshooting claims and invoice errors; coordinating resolution with project offices, accounts payable, and internal system support; and working directly with the panel attorneys to resolve unique claims and payment issues. This position also supports either the Appellate Indigent Defense Oversight Advisory Committee (AIDOAC) Training Initiatives Subcommittee or the Five Plus Subcommittee and coordinates project reports, analyzes information, drafts subcommittee materials, presents findings, drafts subcommittee minutes, and provides other analysis as requested.

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 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

- Analyze and process attorney claims and project offices' monthly invoices.
- Coordinate schedules, meetings, and other obligations.
- Review claims submitted in DCACS for compliance with guidelines and perform first level of approval by management.
- Identify claim errors and issues, recommend and coordinate resolution with project offices, accounting, and DCACS technical support as appropriate.
- Identify unique claim issues and coordinate resolution with attorneys.
- Generate payment orders for management signature.
- Review project office monthly invoices with contract requirements and recommend for approval by management.
- Identify project office invoice errors and issues, recommend and coordinate resolution with project offices and DCACS technical support as appropriate.
- Perform program analysis and support.
- Monitor the program's attorney claims and project offices' budget and expenditures, analyze, and provide projections.
- Support the Appellate Indigent Defense Oversight Advisory Committee.
- Identify historical data in various categories of work performed by the project offices and panel attorneys; composition of the attorney panels; and case composition and award level of cases in the appellate courts.
- Identify DCACS system program needs and gaps and recommend improvements.
- Review system reports against current program reporting needs and identify areas of improvement.
- Comply with JCC continuing education requirements and attend staff meetings, as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree, preferably in public administration, research methodology, business administration, communication, or a directly related field that would provide the knowledge and skills necessary for the assigned area. 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.

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 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 May 21, 2024.

To complete an online application, go to job opening #6221 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

\$6,513 - \$9,117 per month

(Starting Salary will be \$6,513 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 describe what interests you about this job and why you believe it is a good fit.
2. This position will be responsible for resolving issues with external stakeholders. Please describe your previous experience in your methods for resolving issues with external stakeholders while maintaining productive relationships.
3. Describe your responsibilities and experience working independently and your approach to process improvements.