EMPLOYMENT OPPORTUNITY

JOB TITLE: FACILITIES ANALYST
LOCATION: SAN FRANCISCO/SACRAMENTO
JOB OPENING #: 5237

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

The Facilities Analyst in the Real Estate unit is responsible for licensing space (office, parking, storage, event, etc.), as well as assisting the Senior Facilities Analyst/s (SFA) with leases, property acquisitions and dispositions to support the judiciary's real estate needs. The Facilities Analyst has the experience and ability to provide technical expertise in Real Estate related matters including obtaining and reviewing due diligence and other real estate related documentation, preparing ad-hoc reports for management and running financial reports. This position will assist with policy and process documents.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental, and vision coverage, flexible spending, $130 monthly stipend toward public transit 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 located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the San Francisco or Sacramento office.

RESPONSIBILITIES

- Leases:
  - Conducts market surveys for the location, evaluation and selection of leased space for courts or Judicial Council;
  - Assist the Senior Facilities Analysts (SFAs) with negotiation for new leases;
  - Manages lease expirations, terminations and close out;
  - When leases are under consideration for renewal, provides information to SFAs regarding current or ongoing landlord or tenant issues which need to be addressed and made recommendations about lease language which requires clarification so that the lease can be managed more effectively;
  - Assist the SFAs in the preparation and review of new Lease Agreements and Amendments;
  - Assist the SFAs with analysis of Court Funded Requests and preparation of interbranch Agreements with the court.

- Licenses:
  - Responsible for ensuring all court third-party occupants are identified and licensed;
  - Conducts market surveys for new and amended license rents;
  - Negotiates terms for new agreements with occupants;
  - Drafts new or amended License Agreements;
  - Performs tasks related to license management as well as termination of agreements;
• Real Property Disposition:
  − Communicates with local court to determine court vacation of court facility;
  − Conducts market survey for analysis on sale or lease of court space;
  − Assists the SFAs in negotiations with county on purchase of court equity;
  − Assists the SFAs with the marketing of court space for lease, license or sale to outside entities;
  − Assists the SFAs with drafting and review of Purchase Acquisition Agreement or Release of Equity Agreements and Termination of Joint Occupancy Agreements.

• Special Projects:
  − Writes and reviews the RFP overview and scope of services and serve as team lead for title and appraisal services;
  − Serves as primary point of contact and provide guidance to administrative staff and Associate Facilities Analysts on how to process title or appraisal orders, resolve issues, code and process invoices, run reports, check invoice status, file paperwork, and confirm receipt of appraisal or title work ordered.
  − Suggests recommendations on courthouse capital projects as well as planning policies, principles, and standards for reports to decision-making bodies.

• Support Staff to the Judicial Council’s Facilities Advisory Committees:
  − Presents policy and/or project information before the TCFMAC or CFAC and its subcommittees for action and/or information purposes;
  − Prepares meeting materials, presentations, and meeting minutes for review by committee members, council staff, courts, justice partners, and the public;
  − Plans meetings and makes all arrangements.

• Real Property Acquisition:
  − Conducts market surveys for the location, evaluation and selection of sites to acquire property;
  − Examines property records and title reports including review of exception documents for easements and encumbrances.

MINIMUM QUALIFICATIONS
Bachelor’s degree and three (3) years of professional, exempt-level experience providing analytical and technical support to facilities management. Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Two years as an Associate Facilities Analyst, in the assigned field, 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 Facilities Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS
− Valid driver’s license, as assigned.

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

Beginning July 1, 2020, Judicial Council employees are required to participate in the one day per month Mandatory Furlough Program.

HOW TO APPLY
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on September 10, 2020. 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 #5237 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
$6,389.00 - $9,583.00 per month
(Starting salary will be $6,389.00 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $130 transit pass subsidy per month
- 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)

Supplemental Questions

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. Do you have a current valid California driver's license?