EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR ANALYST
LOCATION: SAN FRANCISCO OR SACRAMENTO
JOB OPENING #: 5235

OVERVIEW
The Judicial Council of California supports California’s court system, the largest in the nation, serving a population of more than 39.5 million people—about 12 percent of the total U.S. population. Our mission includes a commitment to providing fair and equal access to justice for all Californians.

The Senior Analyst in the Center for Judicial Education and Research (CJER) performs a wide range of complex project and financial management functions that are required to support the work of the CJER office. Primary responsibilities include creating and managing complex budgets and conducting fiscal forecasts by overseeing, tracking and anticipating expenditures of multiple funding streams that support the work of the office. The incumbent is responsible for overseeing a variety of projects, monitoring funding streams and specific project requirements, and working closely with office leadership to develop analyses in support of the CJER Advisory Committee. The position functions as CJER’s liaison to both the Judicial Council’s Budget Office and the Branch Accounting and Procurement Office.

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 towards 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
- Develop and track annual budgets for CJER programs and administration.
- Manage and maintain office portfolio of projects in conjunction with CJER management team.
- Develop office policy and procedure manual in coordination with office leadership.
- Manage human resource related logistics and day-to-day operations of CJER office.
- Identify areas of inefficiencies and draft recommendations to improve processes.
- Implement efficiency recommendations, as appropriate.
- Oversee and coordinate high level internal and external communications.
- Create complex financial documents.
- Attend office and agency meetings and trainings as needed.

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 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 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.

Desirable Qualifications
- Knowledge of budget and accounting practices
- Excellent writing and communication skills

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

Other Information
Please Note:
- 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 Wednesday, September 2, 2020. This position requires the submission of our official application, a resume and a response to the supplemental questions.

[INTERNAL] To complete the online application, please click the Apply for Job button.

[EXTERNAL] To complete the online application, please go to https://www.courts.ca.gov/careers.htm and search for JO# 5235.

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
$6,752-$10,129 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
• FlexElect Program
• Pretax Parking
• Long Term Disability Program (employee paid/optional)
• Group Legal Plan (employee paid/optional)
Supplemental Questions

Senior Analyst (JO# 5235)

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. Provide an example where you have successfully managed a high-profile project.

2. Explain a challenging analysis situation that you have faced previously and how you approached it. Describe your lessons learned.

3. Please describe your experience executing multiple projects with competing priorities and how you ensured all tasks were accomplished on time.