

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 FACILITIES ANALYST

LOCATION: SAN FRANCISCO/SACRAMENTO

JOB OPENING #: 5257

OVERVIEW

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

The Associate Facilities Analyst is responsible for managing the judicial branch leased and owned real estate contracts for court facilities and administrative offices; including reporting on statewide property metrics. Responsible for ensuring contract compliance; controlling, managing, reporting, analyzing, and forecasting incoming revenues and outgoing rent expenses, meeting all contract financial obligations such as rent payments; reviews and interpret contract language and obligations; communicating with other parties, such as landlords and service providers, to resolve issues not directly addressed in contracts; recommending and/or draft proposed contract language and terms to assist with portfolio management; performing various types of research, collecting and analyzing data and managing various real estate contracts.

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

- Manage real estate leases and licenses to ensure ongoing compliance with contract terms and conditions:
 - Receive, review and process all newly executed leases and licenses, and related documents; log transaction in CAFM (Computer Aided Facility Management) program. Notify appropriate units within Facilities Services, as necessary.
 - Process Lease or License Amendments, SNDA's, Estoppel Certificates, other changes, and updates: receive, review and process all newly executed lease or license amendments and other documents required under the lease or which change any terms and conditions or other information about the lease contract; update data in CAFM to reflect lease or license amendments or changes, validate the data.
 - Critical lease contracts dates: review new lease or license documents and amendments to determine critical dates such as termination and renewal option notice dates, expiration date, and commencement date; populate data in CAFM with dates and summary information about the dates; run monthly CAFM reports to identify dates which require action.

- Provide subject matter expertise and serve as primary resource for lease or license-related issues and questions from landlords, tenants, courts, other Facilities Services units and Judicial Council offices.
- Manage lease or license expirations, and terminations, and close-out. For expirations, confirm lease or license will not be renewed; review lease or license provisions regarding surrender of premises and restoration obligations; communicate to court, Facility Operations unit staff, and tenant, as applicable.
- Manage rent payables and rent receivables:
 - Review newly executed leases to determine rent and other payment obligations; abstract leases; determine payment schedule dates and amounts; summarize rent requirements; consult fiscal analyst to obtain correct account coding; enter into CAFM database all rents schedules, amounts, remit to and cost code information, validate the data, activate payment schedules as needed.
 - As landlord: review newly executed leases/licenses/amendments to determine rent and other payment obligations; coordinate with tenant if they have questions about where to send payments, payment amounts, and payment schedules; determine payment schedule amounts; summarize rent requirements, obtain correct account coding, enter rent schedules into Revenue Rent Roll Schedule (excel) including amounts, remit to and cost code information; validate the data.
 - Process, issue, and submit monthly rent rolls to the Branch Accounting & Procurement office. Process separate monthly rent rolls for payables, one for advanced and one for arrears payments. Finalize the receivables rent roll spreadsheet; transmit rent roll to accounting and respond to questions.
- Owned property administration:
 - Review all real property tax bills and special assessments received from county tax collector/assessor or from special assessment districts. Confirm parcels are owned or managed by the JCC; research the assessment to determine what it is for, whether the State and/or judicial branch is subject to assessment;
- Provide financial and other reporting metrics for leases and owned property portfolio:
 - Provide fiscal year-end accruals for rent and other expenses owed in the past fiscal year which are still unpaid; and for revenue due in the past fiscal year which are still unpaid, and for revenue due in the past fiscal year, which has not been collected. Prepare expense and revenue accrual spreadsheets according to budget unit's requirement.
 - Provide rent projections for next fiscal year for payables and receivables; provide rent forecasts two years out (payables only) for Budget Change Proposals (BCPs). Review Lease Transactions Status report to determine if any lease amendments or new leases are anticipated; confer with senior analysts to obtain additional information on what is planned such as potential rent reductions, premises contractions or expansions, etc.
 - Produce monthly Lease Critical Dates & Holdover report. This report is produced for the management and senior facilities analysts to manage critical lease contract dates.

MINIMUM QUALIFICATIONS

Bachelor's degree, preferably in real estate, engineering, environmental science, building/construction/inspection, 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.*

OR

Two years as a Facilities Specialist 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 a Facilities Specialist 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.

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 **November 13, 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 #5257 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

\$5,875.00 - \$8,224.00 per month
(Starting salary will be \$5,875.00 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
- 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, please provide a response to the following questions:

1. Briefly describe your role in administering contracts such as leases and licenses.
2. Briefly describe your experience handling rents, payables and receivables.
3. Briefly describe your experience with landlord, tenant or vendor relationship management.