



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ANALYST II

Administration and Judicial Services Division

(Class Code 372C)

The Superior Court of California, County of San Francisco (the Court), invites applications from highly motivated, qualified individuals interested in serving as Administrative Analyst II in the Administration and Judicial Services Division. This position includes performing detailed research and analytical assignments, preparing and presenting reports on related issues, and serving as project lead on administrative and judicial projects. Additionally, this position will lead the coordination and tracking of a variety of judicial services, as well as coordinate public outreach efforts with court administration and judicial officers. The Administrative Analyst II will work under the direction of the Chief Administrative Officer and in close collaboration with Judicial Officers, executive management staff, other staff, and the public.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: **4:00PM, SEPTEMBER 27, 2023**

COMPENSATION: **\$3,258.79 to \$3,959.68 biweekly (\$84,729 to \$102,952 annually)**

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays and holiday pay.

POSITION OVERVIEW

- Plans, organizes, and coordinates various administrative functions in the Administration and Judicial Services Division, such as project management, program tracking, purchasing, and facility planning.
- Performs a wide variety of analytical work and administrative assignments.
- Organizes and presents ideas and recommendations both orally and in writing.
- Develops and monitors program tracking protocols and systems.
- Organizes statistical and narrative information in a clear, concise manner.
- Interprets State, Federal, and local laws, codes, and regulations regarding the area of assignment.
- Gathers, maintains and analyzes a variety of information regarding division or unit operations and functions.
- Prepares comprehensive and clear reports, memos, and communications.
- Operates a computer and uses applicable software in the performance of administrative and analytical work.
- Effectively represents the Court and the Administration and Judicial Services Division with the public, judicial officers, Court staff, and other government agencies.
- Establishes and maintains cooperative working relationships.
- Performs other job-related duties as assigned.

Work is performed in an office environment with continuous contact with Judicial Officers, staff, outside agencies, and the public.

Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers. Must be able to travel within San Francisco for work-related meetings.

REQUIRED QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of progressively responsible professional analytical work experience, preferably in a governmental setting, performing work duties related to project management, public outreach, administrative support and services, program tracking and data entry, and facilities management.

DESIRABLE QUALIFICATIONS

A bachelor's degree from an accredited college or university in business administration, public administration, or a closely related field is highly desirable.

Knowledge of:

- Functions, organizations, programs, and policies of the Court and an assigned unit or division.
- Research and information-gathering techniques.

- Project management and coordination.
- Statistical methods and analysis.
- Purchasing and procurement methods, including inventory control.
- Facility and space planning.
- Contract development and administration.
- Public and community outreach principles.
- Principles of lead direction, work coordination, and work scheduling.
- Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Software applications related to administrative work.

Ability to:

- Plan, organize, and coordinate various administrative functions of an assigned area of Court operations, such as program tracking, purchasing, facility management, and project management.
- Perform a wide variety of analytical work and administrative assignments.
- Organize and present ideas and recommendations both orally and in writing.
- Develop and monitor budgets.
- Organize statistical and narrative information in a clear, concise manner.
- Interpret State, Federal, and local laws, codes, and regulations regarding the area of assignment.
- Gather, maintain, and analyze a variety of information regarding division or unit operations and functions.
- Prepare comprehensive, clear reports.
- Operate a computer and use appropriate software in the performance of administrative and analytical work.
- Effectively represent the Court and an assigned unit with the public, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the online application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it

cannot be corrected, changed, or resubmitted. **All applications must be submitted by the final filing date and time indicated in this announcement.**

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job-related areas. If interviews are scheduled, it is anticipated that they will be conducted in October 2023.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities that conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number and will be required to present original documents that verify citizenship or legal alien status as well as identity (such as a Social Security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.

This announcement and the online application are available at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.