EMPLOYMENT OPPORTUNITY

JOB TITLE: Senior Analyst
LOCATION: San Francisco or Sacramento
JOB OPENING #: 6007

OVERVIEW
The Judicial Council of California is accepting applications for the position of Senior Analyst for the Project Management Office in the Leadership Support Services.

The PMO is the office responsible for administering large, complex, and ongoing projects assigned by the council’s Executive Office or Leadership Support Services Director or requested from a separate Judicial Council office. Under the general direction of the Judicial Council Project Management Office (PMO) Supervising Analyst in Leadership Support Services, the Senior Analyst is responsible for and performs a variety of senior-level governmental and analytical assignments as a member of the PMO.

The Senior Analyst is expected to work independently with minimal supervision; produce completed staff work; manage large, complex projects from concept to fruition; gather and evaluate data and information; analyze complex topics, rules of court, and statutory requirements, and identify their impact on policies and procedures; draft complex memos/issue papers/reports for and on behalf of executive management and the Judicial Council, as requested; review, edit, and proofread drafted documents, using the Judicial Council Style and Correspondence Guide; develop databases and other resources to receive and compile data and information; and perform a variety of complex assignments in strategy, planning, and project management. The candidate should be comfortable leading, facilitating, presenting, and serving on project teams with staff from all levels of the organization, including executive staff, justices, judges, criminal justice partners, and other court leaders, and work closely on many diverse projects with other Judicial Council leadership offices, including Criminal Justice Services, Legal Services, Center for Families, Children & the Courts, Public Affairs, and the Center for Judicial Education and Research. The position establishes and maintains good working relationships with council management and staff, in order to exchange information, resolve issues, and complete work activities of assigned projects.

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; up to $130 per month reimbursement for qualifying commuting costs; and retirement savings plans. In San Francisco, the office is only a seven-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 Judicial Council’s San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- Provide direct advisory body lead support, support to advisory body staff, and direct support to Judicial Council offices related to specific initiatives.
- Serve as lead staff of the Leadership Support Services PMO to Judicial Council advisory bodies, as assigned, and coordinate work of other staff and internal subject matter experts, including Legal Services, Judicial Council Trial Court Leadership, and Public Affairs.
- Conduct extensive research, data collection, and analysis.
- Perform a variety of research, including but not limited to gathering information and data from internal and external (including branch leadership and staff) subject matter experts.
- Research and gather information from other states, publications/periodicals, and national experts on specific areas of interest (e.g., case-specific and court administrative topics).
- Lead and manage large, complex projects from concept to fruition.
- Work with project-requesting office to determine full scope of project, including requirements, goals, and objectives, including paperwork completion, initial discussions, and information-gathering meetings.
- Draft and manage production of memos and reports, including Judicial Council reports and reports to the Legislature.
- Draft, edit, and proofread reports while adhering to the Judicial Council Style and Correspondence Guide.
- Develop and implement full, formal office procedures.
- Capture and thoroughly document all steps of internal processes used within the PMO (using the Judicial Council Style and Correspondence Guide).
- Create a full companion flowchart in Microsoft Visio that follows all steps in the written procedures.
- Monitor and manage Early Disposition Program (EDP) quarterly reporting.
- Intake and track incoming quarterly reports from courts that received funding to clear out case backlog due to COVID-19, including translating data into internal spreadsheets for review, analysis, and reporting.
- Serve as lead to the Government Code 68106 notification process.
- Monitor Associate Analyst’s work relating to facilitating the GOV 68106 notification process.
- Serve as lead to the Analyst Response Team process.
- Monitor and coordinate program management and administration of the Analyst Response Team program.
- Provide lead support to the Local Rules of Court program.
- Monitor and serve as lead to the administration of the local rules’ biannual cycles.
- Oversee the Commission on Judicial Performance (CJP) Insurance Program.

Other Duties and Responsibilities
- Training as required under the Judicial Council of California Personnel Policies and Procedures, as directed by the PMO Supervising Analyst, and as directed by Human Resources or the Center for Judicial Education & Resources offices.

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 for the assigned discipline 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 for the assigned discipline 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

- Experience in providing project management services.
- Extensive knowledge in Microsoft Word and Excel
- Highly developed communication skills
- Excellent time management and coordination abilities
- Written communication, editing, and proofreading skills

OTHER

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

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 13, 2023. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete the online application, please go to https://www.courts.ca.gov/careers.htm and search for JO#6007.

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

$7,267 - $10,901 per month
(Starting Salary: $7,267 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 accidental death and dismemberment 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. Please indicate for which employer you performed these functions.

1. Please describe your experience in a project management role, including the use of tools in project management.

2. Please describe your experience managing a specific project (large or small) from initial stage to completion. Support your answers by describing: (1) your independence level performing the work, (2) the intended audience, (3) the nature and content of the subject matter, and (4) outcome of the project.