



# *Superior Court of California*

## *County of San Francisco*

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

## **EMPLOYMENT OPPORTUNITY**

### **ADMINISTRATIVE ANALYST I (FISCAL SERVICES)**

(Class Codes 370C)

The Superior Court of California, County of San Francisco, invites applications from qualified individuals interested in serving as an Administrative Analyst I performing detailed research and analytical assignments and special studies; preparing and presenting reports on related issues; and performing other related work as required. Duties with the Office of Fiscal Services are most often related to budget, contracts, and procurement functions and services.

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:** 4:00 p. m., November 6, 2020

**COMPENSATION:** \$2,732.78 to \$3,321.36 biweekly (\$71,052 to \$86,355 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 and holiday pay.

#### **POSITION OVERVIEW**

Under direction, to learn and perform a variety of administrative coordination and oversight work for a major area of Court operations; to perform basic analytical assignments and special studies related to operations, functions and services of an assigned division or unit of Court operations; to prepare reports and presentations on a variety of issues; and to do related work as required.

Below is a non-exhaustive list of typical tasks the incumbent will perform in this position:

- Performs a variety of administrative and analytical assignments in budget development and control, purchasing, facilities planning, contract administration, and special projects.
- Plans, updates, and oversees general operations.

- Tracks expenditures associated with a unit's or division's functions and operations.
- Audits vendors' payment requests and ensures proper and timely payments.
- Performs cost analyses to plan for future expenditures.
- Oversees and coordinates equipment purchases.
- May be assigned responsibility for a division's or unit's purchasing activities.
- Serves as a liaison between the assigned work area and other Court divisions and government agencies.
- Maintains and coordinates a current inventory of unit or division equipment.
- Develops and administers contracts related to division or unit functions and operations.
- Collects information on special issues, preparing analysis of data and developing reports as assigned.
- Organizes information for formal presentations and makes presentations as directed.
- Assists with a variety of special projects as assigned.
- Performs other related work as required.

Work is performed in an office environment; continuous contact with other staff 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, and FAX.

### **MINIMUM QUALIFICATIONS**

A minimum of one (1) year of full-time or equivalent work experience performing a variety of administrative analysis work assignments is preferred. A Bachelor's Degree from an accredited college or university in business administration, public administration, or a closely related field is desirable.

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: previous work experience and/or educational training which has developed the capacity to perform a variety of administrative analysis and coordination work related to budgets, purchasing, facility planning, and contract administration for the Superior Court of California, County of San Francisco.

### **DESIRABLE QUALIFICATIONS**

Knowledge of:

- Contract development and administration.
- Budget development and control.
- Purchasing and procurement methods, including inventory control.
- Research and information gathering techniques.
- Project management and coordination.
- Rules, requirements, and research resources relating to budget and procurement projects.

### Ability to:

- Plan, organize, and coordinate various administrative functions related to procurement and contract management.
- Perform a 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 including fiscal and performance data reports.
- Operate a computer and use appropriate software in the performance of administrative and analytical work and maintain modern office practices
- Effectively represent the Superior Court of California, County of San Francisco, 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 <http://sfsuperiorcourt.org/general-info/hr>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and is 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.
- Professional writing sample that demonstrates analytical work.

The preparation of the online application, including the resume, statement of qualifications and writing sample, 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 above.**

### **SELECTION PROCESS**

#### Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if 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.

### Written Exercise & Oral Interview:

Selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. Applicants may also be required to participate in a written exercise related to job factors. If interviews and the written exercise are scheduled, it is anticipated that they will be held in November 2020.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on 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 which 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 which 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.

### **FINAL FILING DATE: 4:00 p.m., November 6, 2020**

*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  
<http://sfsuperiorcourt.org/general-info/hr>.*