

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: SENIOR ANALYST

LOCATION: SAN FRANCISCO OR SACRAMENTO

JOB OPENING #: 5682

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. This position 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 incumbent will function as CJER's liaison to both the Judicial Council's Budget Office and the Branch Accounting and Procurement Office and is the project manager for climate change educational assessment and products. Under the guidance of department supervisors, this position is responsible for drafting business processes and job aids as necessary. In addition, the Senior Analyst oversees CJER's Education Plan (office portfolio) as well as human resource related functions such as drafting Personnel Action Requests and is responsible for internal and external office communications. This position reports to a Principal Manager.

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 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. However, hybrid schedules may be available from a California residence during the duration of the agency's Hybrid Work Pilot Program.

RESPONSIBILITIES

- Develop and track annual budgets for CJER Programs and administration.
- Develop and maintain an expenditure tracking and reporting system to ensure that CJER funds are used efficiently.
- Run expenditure reports in FI\$Cal and update tracking sheets monthly.
- Serve as the project manager for needs assessment, educational products, and tracking in the area of climate change.

- Develop and maintain metrics to track and report on the educational products developed. (Including live and asynchronous courses, participant data, and use and effectiveness of resources and reference materials).
- 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.
- Train and support staff on procedures related to the FI\$Cal system.
- Review and process program travel expense claims.
- Review and approve projected education program costs.
- Act as office point-of contract for contracts, purchasing and accounting. Identify areas of inefficiencies, draft recommendations to improve processes and implement efficiency recommendations, as appropriate.
- Act as office point-of contact for Human Resource related matters and reports.
- Draft Personnel Action Request, onboarding documents, and other required documentation to facilitate recruitment and hiring of new staff.
- Create complex financial documents including contract templates and requests for proposals.

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

OTHER

As a condition of employment, employees must provide proof of full vaccination against COVID-19 or undergo weekly COVID-19 testing. Proof of vaccination, if submitted, must be received before the start date. If you have questions about these requirements, you may confidentially submit them to Human Resources at ldm@jud.ca.gov.

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

HOW TO APPLY

This position is Open Until Filled and requires the submission of our official application, responses to the supplemental questions, and a resume.

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

[EXTERNAL] To complete an online application, please visit www.courts.ca.gov/careers and search for Job ID #5682.

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
- 13 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 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

Senior Analyst (JO# 5682)

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. Please explain why you are interested in this position.
2. Provide an example where you have successfully managed a high-profile project.
3. Describe your experience executing multiple projects with competing priorities and how you ensured all tasks were accomplished on time.
4. Do you have any other employment by the State of California that is not already provided on your application? If yes, please list the specific departments or agencies for which you worked. If you have no prior state service, please state "none."

