

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: Business Systems Analyst
LOCATION: San Francisco or Sacramento
JOB OPENING #: 6074

OVERVIEW

The Judicial Council is the policymaking body for the trial and appellate courts of California. The Center for Judicial Education and Research (CJER) is the Judicial Council office responsible for developing education and providing training and educational resources for justices and judges of the California Supreme Court, courts of appeal, and trial courts, the leadership and staff of those courts, and Judicial Council staff.

The Judicial Council of California is accepting applications for a Business Systems Analyst to work in the Center for Judicial Education and Research (CJER) in the Distance Education unit.

This position, which requires experience with website design, web programming/coding, data analytics, as well as technical expertise in online course development, familiarity with various software, and media hosting services will be responsible for researching and documenting business and technical requirements related to website development, tracking and analyzing user data, communicating with the CJER management team, and supporting the CJER Advisory committee by leading efforts to set standards and maintain those standards for the Judicial Council's primary education website. The website currently consists of hundreds of web pages with continually updated information about live programs and over 1000 distance education products that are essential for judicial officers, court leaders, and court personnel throughout the state to perform their jobs effectively. This position receives general direction and supervision.

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 Judicial Council's San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- Serve as the overall project manager and front-end web developer for CJER Online
- Conduct research to determine and stay aware of best practices and standards for website and online course construction, organization, and design.
- Develop reports and meet with the CJER management team to discuss findings and recommendations.
- Serve as the project manager for data analysis. This consists of conducting research to determine the most effective method to collect user data for our website, analyzing the data,

and preparing reports to provide accurate data and detailed analysis in order to enable CJER management and the CJER Advisory Committee to make well-informed decisions.

- Serve as the project manager to identify vendors, propose recommendations, and manage contracts for the various vendors needed.
- Research and analyze methods to provide website security and authentication, while also maintaining easy access for the 20,000 court employees served by the court personnel section of CJER Online.
- Review, revise, and develop program webpages and online courses applying the updated standards and best practices.

MINIMUM QUALIFICATIONS

Bachelor's degree, and three (3) years of experience providing technical and business process support and analysis for systems/applications. 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

Three years as a Business Systems Coordinator, or two years as an Associate Analyst in the assigned field, with the Judicial Council of California or three years of experience performing the duties of a class comparable in the level of responsibility to that of a Business Systems Coordinator, or two years as an Associate Analyst in the assigned field, in a California Superior Court or California state-level government entity.

Desirable Qualifications:

- Experience in web design and development
- Knowledge of web programming languages
- Knowledge of RedDot and Drupal
- Familiarity with Adobe Captivate and Articulate 360
- Experience in standard project management methods, tools, and processes
- Ability to clearly communicate and present analytic findings in a polished report for non-technical management, executives, and judicial officers
- Excellent Microsoft Office skills
- Excellent leadership and communication skills
- Familiarity with the California courts

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

This position is **open until filled** and 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 #6074 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*

\$7,082 - \$10,623 per month
(Starting salary will be \$7,082 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 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. Your answers should not exceed a total of three pages.

1. Please explain why you are interested in this position and why you think you would be a good fit for this role.
2. Please provide an example which exemplifies your experience in one or more of the responsibilities listed for this position.
3. Please describe any experience you have with data analytics.