



SAN BERNARDINO SUPERIOR COURT  
invites applications for the position of:  
**SUPERVISING BUDGET  
ANALYST**

An Equal Opportunity Employer

**SALARY:** \$50.63 - \$64.74 Hourly  
\$4,050.02 - \$5,178.80 Biweekly  
\$8,775.04 - \$11,220.73 Monthly  
\$105,300.52 - \$134,648.80 Annually

**OPENING DATE:** 01/20/23

**CLOSING DATE:** 02/13/23 11:59 PM

**DESCRIPTION:**

The Superior Court of California, County of San Bernardino is seeking a highly motivated, innovative, and experienced leader for the position of **Supervising Budget Analyst**.

**Salary Updates**

- Effective October 2023, a 4% COLA increase
- Effective October 2024, a 3% COLA increase

**Benefit Highlights**

**EXEMPT GROUP D**

**BENEFITS & RETIREMENT**

*The court is committed to offering benefit plans that provide employees options to choose their appropriate level of coverage and to help manage their wellness and retirement needs. Retirement reciprocity is available with an eligible California Public Sector retirement plans that operate under the County Employee's Retirement Law of 1937 (1937 Act) through San Bernardino County Employees' Retirement Association (SBCERA).*



**HEALTH BENEFITS**

- Medical, dental & vision coverage options for you & your family
- Flexible benefits subsidies & \$200.00 bi-weekly
- Flexible Spending Account (FSA) - Health Care



**RETIREMENT**

- Generous pension & survivor protection
- Retirement reciprocity
- 457(b) options
- 401(k) options with 4% employer matching
- Retirement Medical Trust employer contributions



**PAID TIME OFF**

- Up to four (4) weeks vacation annually
- Eighty (80) hours administrative leave annually
- Fourteen (14) paid holidays annually, plus (2) floating holidays



**ADDITIONAL**

- Flexible work schedule
- Education/ membership reimbursement
- Car allowance
- Cell phone allowance
- \$60,000 employer paid Term Life Insurance
- Other voluntary benefit options available

FOR A DESCRIPTION OF ALL BENEFITS OFFERED, SELECT THE BENEFITS TAB TO REVIEW.

**About the Position**

Under direction, plans, supervises and reviews the work of other employees engaged in financial, budgetary, statistical and other management analyses in support of the Court's financial operations and other court-wide projects and programs; performs highly complex analyses and provides sound professional recommendations and significant assistance to court executive management, judicial officers and committees on strategic and long-term financial planning, budget development and implementation and policy formulation; may represent the Court in meetings with the county, the Judicial Council and other external parties; and performs related duties as assigned.

#### Distinguishing Characteristics

Supervising Budget Analyst plans, supervises, evaluates and participates in the work of a unit of professional and support staff engaged in performing complex technical, financial and statistical analyses associated with a variety of financial and budgetary programs and initiatives, ranging from development, implementation and monitoring of operating and capital budgets, to the development of long range financial forecasts and analysis of financing alternatives. Work requires the exercise of seasoned professional judgment in selecting appropriate methodologies and presenting sound proposals and recommendations to achieve Court objectives.

Employees in this class report to the Finance Manager and supervise the work of professional and support staff.

For the job details, view the [job description](#).

### **ESSENTIAL FUNCTIONS:**

1. Organizes, assigns, schedules, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned unit objectives; provides input to the annual department budget; makes purchases and other expenditures in accordance with Court procedures and monitors section performance against the annual budget; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
2. Interviews and participates in selecting new unit staff; supervises and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies, in accordance with Court Personnel Plan policies and labor contract agreements.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service oriented work environment that supports achieving the section's and department's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.
4. Participates in the monitoring of budgeted revenue and expenditures; discusses budget variances with Court department management; supervises the preparation of variance reports for management review; manages and participates in the preparation and ensures the accuracy of ad hoc financial analyses.
5. Supervises and participates in formulating and implementing the Court's annual operating budgets; develops budget calendar and budget request submittal forms and instructions; advises Court department management on budget request preparation; analyzes requests and proposals, identifies issues and concerns, meets with Court department management to evaluate justifications and prepares budgets, findings and other materials for the Chief Financial Officer's budget review process; reviews revenue and expense projections for reasonableness; prepares special analyses and reports; oversees the compilation of budget drafts for final management approval.
6. Supervises and conducts management and project analyses relating to grant-funded projects; analyzes alternatives and makes recommendations; coordinates tracking and reporting of fiscal, labor and grant reporting activities with departments; identifies problems,

- recommends analytical, statistical and information-gathering techniques and processes; obtains necessary information and data for analysis, discusses findings with management and drafts required statistical and narrative reports.
7. Builds numerous databases of financial, economic, financial market and other data; reviews data, assumptions and forecasts with department management and researches variances and discrepancies; researches financing options and makes recommendations based on Court financing criteria.
  8. Acts as liaison between court staff, the county, Judicial Council, court customers, banks, vendors and credit card agencies on accounting discrepancies and operational concerns; resolves issues or escalates to the Finance Manager.
  9. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

We realized your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:

- Graduation from an accredited four (4) year college or university with a major in business administration, finance, accounting, or closely related field; and
- at least five (5) years of progressively responsible experience in complex financial, statistical and budgetary analyses, at least two (2) of which in a governmental or public court environment; or
- an equivalent combination of education, training, and experience. Experience in a California trial court is preferred.

**Resumes will not be accepted in lieu of the required application and supplemental application.**

Human Resources will review applications to identify candidates who meet the minimum qualifications, therefore, it is to your benefit to include all pertinent work experience. When listing court experience, please include dates and classification of each position held, if more than one.

### **Selection Process**

1. Applications will be reviewed to identify candidates who meet the minimum qualifications and/or desirables. Only those who meet the minimum qualifications and desirables (if applicable) will proceed to the next step in the recruitment process.
2. Candidates' supplemental question responses may be evaluated and ranked. Depending on the number of applications, assessments and/or screening interviews may be conducted.
3. Candidates who are successful in step 2 will be placed on the eligible list and may be considered for an interview. *Placement on the eligible list does not guarantee an interview or employment.*

All candidates will be notified via email of their status at each step of the process. Additional steps in the selection process will include a background check and a reference check.

## **REASONABLE ACCOMMODATIONS:**

The Superior Court of California, County of San Bernardino is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Office at (909) 521-3700 or via email at [HR@sb-court.org](mailto:HR@sb-court.org). Individuals with hearing and/or speech impairments may also contact the recruiter for this position through the use of the California Relay Service by dialing 711.

## PHYSICAL CHARACTERISTICS:

The physical and mental demands described on the job description, or by clicking here, are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The Superior Court of California, County of San Bernardino is an Equal Opportunity Employer- M/F/D/V.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sb-court.org/careers>

Job #22-069  
SUPERVISING BUDGET ANALYST  
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OUR OFFICE IS LOCATED AT:  
247 W. Third St., First Floor  
San Bernardino, CA 92415-0312  
909-521-3700  
[HR@sb-court.org](mailto:HR@sb-court.org)

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## SUPERVISING BUDGET ANALYST Supplemental Questionnaire

- \* 1. The information you provide on this questionnaire will be used to assess your relevant education and experience in a competitive evaluation of qualifications. Be as specific as possible and include all information requested. It is to your advantage to provide complete, organized, and detailed responses to each question. (Do not refer to a resume or other documentation.) If you do not have experience in an area, please answer "N/A". Please make sure to answer each question as clearly and concisely as possible. When responding to each question, include length of experience, employer and job title. Following an administrative review of each application and supplemental questionnaire, only the most qualified candidates will be invited to an oral interview.
  - I understand the instructions above and certify that all statements made in this supplemental application are true and complete to the best of my knowledge.
- \* 2. Indicate your highest level of education from an accredited college or university in business administration, finance, accounting or closely related field.
  - I have a Master's Degree in one of the fields above.
  - I have a Bachelor's degree in one of the fields above.
  - I have a Master's degree in a relevant field not mentioned above.
  - I have a Bachelor's degree in a relevant field not mentioned above.
  - I have a Master's degree in another field not mentioned above.
  - I have a Bachelor's degree in another field not mentioned above.
  - I do not have a Bachelor's or Master's degree.
- \* 3. Indicate the type of degree(s) you have obtained and the area of the study indicated in question #3.
- \* 4. Do you have five (5) years of progressively responsible experience in complex financial, statistical and budgetary analyses?
  - Yes     No
- \* 5. In response to the experience indicated in Question #5, how many years of experience do you have performing these duties in a supervisory role?

- No experience
- Less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years or more

- \* 6. In detail, describe your experience and accomplishment in leadership. Please include the number and level(s) of subordinate staff as it pertains to the following: 1. Assignment of work 2. Completion of performance evaluations 3. Training 4. Coaching/mentoring 5. Team building 6. Disciplinary actions including progressive discipline 7. Grievance procedures Please specify the employer(s), position held, and dates when describing your experience.
  
  - \* 7. In detail, describe your experience with forecasting future trends, especially as it pertains to revenues and expenditures.
  
  - \* 8. In detail, describe your experience in performing analysis and providing a narrative based on that analysis that focuses on identifying a problem and providing solutions.
  
  - \* 9. In detail, describe your experience in and knowledge of fund accounting, financial forecasting systems, computerized accounting systems, and any dashboard, data analytics or report writing software.
  
  - \* 10. EDUCATION VERIFICATION: Upload a copy of your degree(s), copy of your college transcript(s) or if applicable, a copy of certification(s) to your application. Provide your verification prior to the close of the position to receive consideration. Mark the appropriate choice below.
    - I uploaded a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to my application.
    - I do not have a degree
- \* Required Question