

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: Contract Analyst (Fiscal Analyst)

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6189

OVERVIEW

The Judicial Council of California is accepting applications for the position of Contract Analyst (Fiscal Analyst) in the Procurement - Non-Facilities Contracts unit for the Branch Accounting and Procurement (BAP) office.

The Contracts Analyst will work with staff and managers across all levels of the JCC to facilitate various aspects of contract management. This includes drafting and administering solicitations for services in accordance with JCC policies and within budget constraints. Additionally, this position will be responsible for drafting, issuing, and awarding contracts, purchase orders, work orders, amendments, and other related agreements. As part of their role, the Contracts Analyst will provide contractual support as needed and provide general administration including responding to requests for public information related to agreements.

The Judicial Council strives for work-life balance, including 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 minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's Sacramento or San Francisco office; hybrid work options for employees who live in areas surrounding this location may be considered.

RESPONSIBILITIES

- Draft solicitation documents including the RFx, RFx Schedule, Statement of Work, Contract Terms and Conditions, and other documents so that they provide potential proposers a clear understanding of the requested services or products, and ensure the documents meet all the needs of the requestor and conform to policies, standards, and guidelines.
- Draft addenda to modify original RFx documents as needed to correct or revise in accordance with specifications and submit to Web content for posting on the web.
- Review evaluation committee and procurement summaries to ensure scoring, ranking, and recommendations for award are in compliance with the solicitation and policies.
- Issue notice of intent to award to commence any negotiations. Address merits of protests in collaboration with appropriate subject matter experts, and draft response for management's execution for straight-forward protests.
- Work under the guidance of the Senior Contract Analyst or Supervisor to address difficult or complex responses.
- Review the specifications for the project and determine the type of contract and language that best meets the needs of the JCC and the requestor.

- Review contract assignment documents first to ensure necessary approvals are provided; hard copy funding documents are routed to Budget Services and Accounting Services and electronic requisitions to Accounting Services for approval, as appropriate, if funds are to be encumbered.
- Input data into FI\$Cal relating to the subject contract documents and route the FI\$Cal records and draft contract documents to Procurement management for approval.
- Respond to solicitation protests and contractor inquiries, issues, or complaints.
- Assist in the development of training materials and provide training to JCC staff pertaining to solicitation and contracting requirements and processes.
- Vendor Relations: Conduct procurement and contract related research, when needed, for creating solicitation or contract documents, identifying prospective proposers, conducting a process improvement analysis, etc.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably in business, finance accounting, or a directly related field, and three (3) years of professional experience in accounting, finance, budgetary, or contract administration. An additional four years of professional experience in the assigned function 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

Juris doctor, master's of business administration, or master's degree in a directly related field for the assigned discipline such as finance or accountancy.

OR

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

OTHER

Please note, 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. To ensure consideration of your application for the earliest round of interviews, please apply **by Monday, March 18, 2024**.

To complete an online application, go to job opening #6189 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

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. Why are you interested in this position?