



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

An Equal Opportunity Employer

**SALARY:** \$38.63 - \$49.35 Hourly  
\$3,090.37 - \$3,948.09 Biweekly  
\$6,695.80 - \$8,554.20 Monthly  
\$80,349.62 - \$102,650.34 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 well-qualified, fiscal-minded, team-oriented professionals to fill the single position of **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 general supervision, performs routine to complex financial, budgetary, statistical and other management analyses in support of court financial operations and other court-wide projects and programs; and performs related duties as assigned.

#### Distinguishing Characteristics

A Budget Analyst performs routine to difficult and complex professional duties in the preparation, implementation and maintenance of the court's budgetary, financial, accounting, and statistical records and reports to ensure the timely and accurate reporting of operations in accordance with sound financial management principles and practices. Work requires the knowledgeable application of accounting and financial analyses, as well as substantial familiarity with court financial management practices and procedures.

Employees in this class typically report to a Supervising Budget Analyst and provide work direction and guidance to budget support and administrative staff.

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

### **ESSENTIAL FUNCTIONS:**

Typical duties of a Budget Analyst may include, but are not limited to:

1. Leads, provides work guidance and direction, and participates in the work of unit members; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with court/departmental standards; provides information, instruction and training on work processes and procedures; provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair and open work environment in accordance with the court's commitment to teamwork, mutual trust, and respect.
2. Participates in formulating and implementing the court's annual operating budgets; advises court department management on budget request preparation; meets with court department management to analyze and evaluate budget options and prepare budget documents, findings and other materials; assists in developing revenue projections; prepares special analyses and reports; oversees the compilation of budget drafts for final management approval.
3. Develops or assists in the development of computer models and financial scenarios used in budgeting and operational assessments; assesses impacts of alternative scenarios on court operations; generates and provides historical budget, revenue and expenditure data to court managers; analyzes trends and develops forecasts.
4. Reconciles position control reports and authorized positions reports; reviews and updates state and Judicial Council mandated reports and surveys; reviews and analyzes monthly per person payroll financial forecast, position change reports, payroll expense forecasts and notes on variances from previous forecasts; makes recommendations on changes to departmental budgets and cash flow projections.
5. Reviews purchase orders and encumbrances; validates justifications, authorizations, budget availability and accuracy of coding; makes budget fund transfers between line items to meet encumbrances and expenses within approved guidelines and limits.
6. Plans 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. Provides training, work direction and guidance to Budget Specialists and other fiscal support staff.
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 a closely related field; and
- at least two (2) years of experience in performing routine to complex financial, statistical, and budgetary analyses, preferably in a governmental agency or public court environment; **or**
- the equivalent to five (5) years of full-time experience in the class of Budget Specialist, Accounting Technician, or equivalent position within the Superior Court of California, County of San Bernardino; **or**
- an equivalent combination of education, training, and experience.

**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**

- 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.
- Candidates' supplemental question responses may be evaluated and ranked. Depending on the number of applications, assessments and/or screening interviews may be conducted.
- 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.**

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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## **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". 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. Do you hold at least two (2) years of experience in performing routine to complex financial, statistical, and budgetary analyses?  
 Yes    No
- \* 3. If you answered "Yes" to question two (2), please provide a brief summary of your applicable experience.
- \* 4. Describe your experience with forecasting future trends, especially as it pertains to revenues and expenditures. Specify the employer, position held and dates when describing experience.
- \* 5. Describe your experience in budget development and its role in the budget process. Please include the size and complexity of the organizations you have worked for, your specific role in the budget process, and your primary areas of responsibility.
- \* 6. Describe your experience working with grants in the role of budget and financial report requirements specifically. Specify the employer, position held and dates when describing the experience.
- \* 7. Describe your experience with data collection, analysis, storage, and maintenance. Specify the employer, position held and dates when describing the experience.
- \* 8. EDUCATION VERIFICATION: Upload a copy of your degree(s), a 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 the required education.

\* Required Question