

# JUDICIAL COUNCIL OF CALIFORNIA

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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 Business Systems Analyst (Limited Term)  
**LOCATION:** San Francisco or Sacramento  
**JOB OPENING #:** 6016

### OVERVIEW

Looking for an opportunity to use your application development skills to assist a collaborative team working on the first judicial branch data warehouse? The Criminal Justice Services office is looking for an SQL developer to work as part of our team!

The Judicial Council of California is accepting applications for the position of Senior Business Systems Analyst for the Criminal Justice Services Office. The Judicial Council is the policy making body of the California courts, the largest court system in the nation. Criminal Justice Services (CJS) is a dynamic, multi-disciplinary office made up of attorneys, researchers, analysts and other subject matter experts. The office focuses on supporting courts to ensure public access to fair and equal justice in the criminal justice system.

The Senior Business Systems Analyst position is a regular, full-time, limited term assignment for a duration of no more than 2 years.

The Senior Business Systems Analyst position assigned to the Criminal Justice Services (CJS) Office serves as a liaison between CJS office and Judicial Council Information Technology (JCIT). This position is responsible for CJS' efforts related to data management to assure program and research requirements for analysis and reporting are achievable. These tasks include but are not limited to the technical tasks related to data translation, data transformation, data warehousing, data prepping and cleaning, data mapping, data analysis, data management, data integration, and data quality.

This incumbent will be responsible for ongoing operations, branch and program communications (including court and vendor communications), advising and assisting CJS program teams, system support for CJS, documenting program processes, reporting on program progress and success, and gathering requirements for re-engineering recommendations. Tasks will also include creating and maintaining system documentation such as business requirements documents, data governance, and other technical systems manuals.

This position receives general direction and supervision and 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, \$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.

To complete an online application, go to job opening #6016 at <https://www.courts.ca.gov/careers.htm>

## **RESPONSIBILITIES**

- Serve as technical systems resource for the enhancement, maintenance, and operations of the Criminal Justice Services-related portion of the Branch Data Warehouse Program.
- Elicit and document business and technical requirements from product owners and technical team staff. Create and manage system documentation such as business requirements documents, technical specifications documents, and data governance documents.
- Manage JIRA tickets and other change requests requested by Criminal Justice Services. Perform risk assessments and determine business contingency plans for processing CJS team-requested upgrades or enhancements. Track progress on completion of requests.
- Serve as the data liaison between JCIT and CJS, including interfacing with external vendors and internal teams, groups, and units to ensure services are delivered as agreed.
- Manage and direct project communications for technical and non-technical audiences.
- Schedule, coordinate, track, and facilitate meetings, including minutes and agendas.
- Plan, prepare, and lead project communication events, including creating presentations, demonstrations, and other forums to radiate key information out to the project community.
- Review and update communication plans to keep pace with changing requirements.
- Support testing, data validation, and quality control reporting.
- Support the review of court data validation reports; manage project issue resolution and facilitate coordination with project stakeholders on data validation matters.
- Manage the integration of the project with the program testing framework to ensure software enhancements are delivered; manage and maintain project test plans, test scripts, and related artifacts and documentation.
- Address and resolve project stakeholder questions or issues related to testing and quality.

### **Other duties and Responsibilities:**

- Attend all-staff meetings (daily)
- Prepare/attend for one-on-ones (weekly or bi-weekly)
- Attend training to complete training requirements (on-going)
- Maintain knowledge in current and emerging technologies (on-going)
- Provide assistance/backup for meeting management/support (as needed)

## **MINIMUM QUALIFICATIONS**

Bachelor's degree, and five (5) years of experience providing technical and business process support, analysis, or project management for systems/applications.

Possession of a bachelor's degree in a directly related field such as computer science, management information systems, 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

One year as a Business Systems Analyst 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 a Business Systems Analyst in a California Superior Court or California state-level government entity.

### **Desirable Qualifications:**

- Knowledge of court business process, court case management systems, and/or Judicial Branch Statistical reporting.
- Experience with data warehouse implementation, integration and/or onboarding.
- Experience in industry-standard project management methods, tools, techniques and processes
- Strong organizational skills.
- Excellent customer service, verbal and written communication skills.
- Excellent MS Word, Excel, Project and Visio skills.

## **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 cover letter, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **Friday, September 29, 2023**.

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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
- 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, 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. Why are you interested in this position?
2. What programming languages are you proficient in and what have you used them for?

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