

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: Procurement Fiscal Analyst

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6211

OVERVIEW

The Judicial Council of California is accepting applications for the position of Procurement Fiscal Analyst in the Branch Accounting and Procurement (BAP) office in the TCAS Phoenix Purchasing Support Services.

This Procurement Fiscal Analyst position provides purchasing and contract support to the trial courts, including end-user support for the Phoenix Materials Management module and vendor master data. The position provides guidance on matters of procurement, contracting, contract reporting, the Phoenix system, and compliance with the Judicial Branch Contracting Manual and relevant Trial Court Financial Policies and Procedures Manual policies. The analyst develops training materials, as well as solicitation and contract documents, and facilitates solicitations and contract activities for the smaller trial courts. In addition, this position works independently with moderate to limited supervision and interfaces with local court staff, incumbent and prospective court vendors, other government agencies, and other offices and units within the JCC, including Legal Services.

THE JUDICIAL COUNCIL

The Judicial Council of California is the policy setting body for the state court system and has constitutionally conferred statewide rule-making authority. This authority includes developing, advocating for, and allocating the judicial branch budget. A majority of Council members are California state justices and judges; however, the Council also includes lawyers, legislators, and court administrators.

By enhancing its role as a leadership, knowledge, and service resource for the judicial branch, the Judicial Council's staff organization seeks to continue to evolve as one of California's most dynamic public service entities, focused on improving access to justice for all Californians by innovating and responding to the changing needs of the courts and the public. As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.

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.

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

RESPONSIBILITIES

- Assist self-input courts by providing functional support and propose specific methods and purchase order types and reports to optimize the court's use of the system.
- Represent the courts participating in the Virtual Buyer Program and act as their buyer by creating and issuing purchase orders and related documents. Test and trouble shoot system problems associated with the Materials Management module of the Phoenix System and respond to courts questions and inquiries.
- Assist trial courts with fiscal year-end system activities by reviewing and creating reports as necessary and offering suggestions and guidance.
- On an annual basis, assist trial courts with Contract Law reporting requirements, including training, review for system updates, and contract deletions, as may be required.
- Respond to inquiries related to compliance with the Judicial Branch Contracting Manual and relevant procurement and contract procedures addressed in the Trial Court Financial Policies and Procedures Manual.
- Assist the courts with review and development of solicitation and contract documents.
- Monitor and manage vendor master data in the Phoenix system.
- Understand relevant laws and regulations associated with the set up/change of vendor master data, including tax implications.

Other Duties and Responsibilities:

- Attend staff meetings, attend or lead other meetings (such as program meetings and Quarterly Procurement meetings with the trial courts as may be required), and update business process guides and miscellaneous training materials as required. Complete assigned training as required.

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.

Desirable Qualifications:

- Knowledge of court procurement and contracting process and experience with SAP materials management module and vendor master data.

OTHER INFORMATION

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, a resume and a response to the supplemental questions. To ensure consideration of your application for the earliest round of interviews, please apply by **5:00 P.M** on **Friday, April 19, 2024**.

To complete an online application, go to job opening #6211 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 your experience with the Enterprise Resource Planning system. Include the brand of ERP system, your role, and which transactions you performed in the system.