EMPLOYMENT OPPORTUNITY

JOB TITLE: FISCAL ANALYST

LOCATION: SAN FRANCISCO OR SACRAMENTO

JOB OPENING #: 5662

OVERVIEW
The Judicial Council of California is accepting applications for the position of Fiscal Analyst in the Funds & Revenue unit of the Budget Services office.

The Fiscal Analyst performs journey-level budgetary, technical, and analytical responsibilities related to the fiscal administration of the statewide Ability to Pay program (ATP). This position is responsible to track, monitor, analyze, and forecast revenues received and revenue losses, will audit fiscal information provided by the ATP software or collections entities, will develop a methodology and appropriate back up information for backfill of funding related to Judicial Council funds and will provide fiscal consultation and reporting support to the ATP program and the trial courts. This position will assist management with special projects related to fiscal management responsibilities, ensure all fiscal reporting requirements related to the Ability to Pay program are met timely, and will work with other Budget Services Fund Analysts to understand timing of revenue backfills, collaborate on fund projections to ensure ongoing solvency of branch funds impacted by the ATP.

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. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the San Francisco or Sacramento office. Hybrid (in-house/remote) work schedule for 2022.

RESPONSIBILITIES
• Monitor, review, and prepare revenue projections and tracking related to the Ability to Pay program expansion.
• Create and update templates to distribute revenue losses by fund.
• Assist courts with the implementation of special or one-time programs, as well as provide training and guidelines.
• Prepare, maintain, review, analyze, and reconcile the financial data as submitted by MyCitations tool to calculate the proposed backfill for Ability to Pay.
• Review and audit financial system revenue loss data to determine accurate postings have occurred per fund.
• Perform research and analyses, prepare custom reports, and provide information to various stakeholders such as the Department of Finance, the Legislative Analyst’s Office, and the State Controller’s Office.
• Read, analyze, and prepare fiscal analysis and fiscal impact statements for legislative bills as requested.
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
As a condition of employment, employees must provide proof of full vaccination against COVID-19 or undergo weekly COVID-19 testing. Proof of vaccination, if submitted, must be received before the start date. If you have questions about these requirements, you may confidentially submit them to Human Resources at idm@jud.ca.gov.

Additionally, if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

HOW TO APPLY
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on Thursday, August 18, 2022. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete the online application, please visit https://www.courts.ca.gov/careers.htm and search for JO# 5662.

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
$6,876 - $10,314 per month
(Starting Salary: $6,876 per month)

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 13 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

Supplemental Questions for Fiscal Analyst (JO# 5662)

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 two pages.

1. Please explain your experience related to interpretation of legislation, including fiscal analysis of the proposed legislation.

2. Do you have any other employment by the State of California that is not already provided on your application? If yes, please list the specific departments or agencies for which you worked. If you have no prior state service, please state “none.”