

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: SENIOR FISCAL ANALYST

LOCATION: SAN FRANCISCO OR SACRAMENTO

JOB OPENING #: 5572

OVERVIEW

The Judicial Council of California (JCC) is accepting applications for **three** Senior Fiscal Analyst positions in the Program Budget Unit of the Budget Services office.

The Program Budget Unit is primarily responsible for managing the personal services (PS) and operating expenses and equipment (OE&E) budget of the Judicial Council's approximately \$234 million budget, under the direction of the budget supervisor. The Senior Fiscal Analyst provides advanced, complex, and specialized analytical and technical budget support to Tier III JCC offices such as Branch Accounting and Procurement; Criminal Justice Services; Center for Families, Children & the Courts; and Information Technology. JCC offices are assigned to one of three tiers based upon budget complexity, including multiple programs and fund sources, with Tier III being the most complex. The Senior Fiscal Analyst supports assigned offices in budget development and management, expenditure forecasting, technical assistance in accordance with state budget processes, and in developing cost benefit analyses as required.

This position is responsible for developing and implementing expenditure forecasting methods, workload assessment measures, and trend analyses. This position completes fiscal analyses for legislation and bill monitoring, position control review and updates for the annual Schedule 8 process, and technical assistance and review of budget proposals for JCC offices from concept to implementation. The Senior Fiscal Analyst conducts specialized research and analyses to assist Budget Services management, JCC offices, and executive leadership as needed.

The JCC 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

- Budget development and reconciliation
 - Develop, review, and analyze initial budget allocations for assigned JCC offices.
 - Create PS Reports and detailed office PS budget reports for assigned JCC offices and reconcile to the Human Resources office and State Controller's Office (SCO) records.
 - Reconcile JCC allocations to the enacted state budget (General Fund and special funds).

- Review, research, and complete the annual SCO Schedule 8 for use by the Budget Services State Budget Unit in developing the Schedule 7A.
- Provide advanced and specialized level of analysis and support regarding budgetary, technical and analytical support in the areas of budget development and management, expenditure forecasting, position and appropriation control (i.e., reimbursement authority) for the JCC offices with the most complex budgets.
 - Update PS Report for assigned JCC offices with actual costs; update detailed office PS budget reports and research personnel transactions.
 - Collaborate with assigned office budget liaisons to review and update the detailed office PS budget report.
 - Review and approve office requests to create new projects and activities.
- Conduct specialized research and analysis of fiscal budgeting issues, including Cost Benefit Analyses for assigned offices, and/or upon request of the Executive Office.
- Act as subject matter expert for assigned offices on issues impacting the Judicial Branch.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably in business, finance, accounting or a directly related field, and four (4) years of professional experience in accounting, financial analysis, budgetary, or contract administration/procurement.

Possession of a bachelor's degree in a directly related field such as accounting, finance, business, etc., may be substituted for one of the years of required experience. *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, contract administration or accountancy, and one (1) year of experience as identified above.

OR

One year as a Fiscal Analyst, in the assigned field, 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 Fiscal Analyst in a California Superior Court or California state-level government entity.

Desirable Qualifications

- Knowledge of the California state budget process and/or the state's FI\$Cal financial system
- Experience with financial forecasting models
- Experience in Excel and/or other data analytics software applications
- Excellent writing, communication, and presentation skills
- Ability to work in a fast-paced work environment and adapt to changing business needs

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 idsm@jud.ca.gov.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, **please apply by 5:00 P.M. on Tuesday, May 31, 2022**. This position requires the submission of our official application, a resume, and a response to the supplemental questions.

[INTERNAL] To complete the online application, please click the **Apply for Job** button.

[EXTERNAL] To complete the online application, please visit <https://www.courts.ca.gov/careers.htm> and search for **JO# 5572**.

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

\$7,090 to \$10,635 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
- 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
For
Senior Fiscal Analyst (JO# 5572)**

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. Describe your professional budget development experience and specific roles in the budget process, including your primary areas of responsibility, and any work around budget preparation and/or review, financial forecasting and/or analysis. 3496
2. Describe your experience coordinating multiple projects and meeting critical deadlines. 3599
3. 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." 3567