



Job Description

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JOB TITLE: Fiscal Supervisor
LOCATION: SAN FRANCISCO/SACRAMENTO
JOB OPENING #: 6105

OVERVIEW

The Judicial Council of California is accepting applications for the position of Fiscal Supervisor for the Budget Services Office.

The Fiscal Supervisor will supervise the day-to-day activities of the Funds and Revenue unit. The incumbent will be responsible for ensuring effective support to the trial courts, counties, and judicial branch to maximize branch revenues and perform accurate, well informed revenue projections. The Fiscal Supervisor is also responsible to ensure that the unit complies with rules, policies, and statutory authority related to fund administration, enhanced collections, revenue distribution, and backfill reporting for the Ability to Pay program. This position is essential to the effective management of these processes and for ensuring that staff are adequately trained to perform these key functions.

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 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.

RESPONSIBILITIES

- Oversee fund administration for judicial branch funds including, and not limited to, the Trial Court Trust Fund, the State Trial Court Improvement and Modernization Fund, the State Court Facilities Construction Fund, the Court Facilities Trust Fund, the Appellate Court Trust Fund, the Court Interpreters Fund, the Family Law Trust Fund, and the Court Facilities Architectural Revolving Fund:
 - Review and verify revenue projections prepared by analysts for judicial branch funds including approving trend analyses and projection methodologies to be utilized when preparing projections.
 - Review and verify monthly cash flow summaries analysis.
 - Oversee the preparation and updating of fund condition statements for judicial branch funds including overseeing preparation of multi-year fund balance estimates. Review and verify transfers, redirections, and loans, one-time and on-going, including loan repayments due. Oversee year-end forecasts for revenue accruals and the reconciliation of year-end financial statements.

- Ensure that fiscal and other information related to judicial branch funds that is provided to the Department of Finance (DOF), Legislative Analyst’s Office, and other judicial branch offices is accurate.
- Oversee the provision of consultative and technical assistance to the trial courts and counties regarding enhanced collections:
 - Provide programmatic analysis and assistance to courts and counties related to enhanced collections programs including making recommendations regarding streamlining operations, reducing operating costs, and facilitating debt resolution.
 - Ensure accurate and timely communication to the courts and counties on issues such as the implementation of collections policies and procedures, compliance with legislative requirements, and interpretation and application of applicable code sections.
 - Review and revise analyst’s proposed responses and recommended responses to the more complex issues raised by the courts and counties.
 - Oversee and ensure timely submission of mandatory annual report to the Legislature regarding statewide collection of delinquent court-ordered debt.
- Oversee the provision of consultative and technical assistance to the trial courts and counties regarding distribution of court-ordered debt (revenue distribution):
 - Ensure accurate and timely consultative and technical assistance to the courts and counties regarding revenue distribution.
 - Collaborate with the SCO to provide education and training to the courts and counties regarding revenue distribution.
 - Oversee the provision of consultative support to the SCO regarding the Trial Court Revenue Distribution Guidelines.
- Oversee the backfill reporting related to the Ability to Pay program:
 - Collaborate with Judicial Council offices regarding implementation and onboarding of courts to the Ability to Pay program and backfill reporting.
 - Oversee and ensure timely submission of requests to the DOF related to backfill in future budget years and backfill funding for the judicial branch funds related to Ability to Pay.
- Supervisory duties:
 - Recommends selection of staff;
 - Trains staff and proposes internal and external training courses and workshops;
 - Provide career development and planning for staff;
 - Approves time off requests;
 - Review and approves time sheets;
 - Evaluates employee performance and conducts performance reviews;
 - Administers discipline as required.

MINIMUM QUALIFICATIONS

Bachelor’s degree, preferably in business, finance, accounting or directly related field, and five (5) years of professional experience in accounting, finance, budgetary analysis, or contract administration, which includes at least one (1) year of supervisory 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 of Business Administration or a master’s degree in a directly related field for the assigned discipline such as finance, contract administration or accountancy, and two (2) year of experience as identified above, including one (1) year of previous supervisory experience.

OR

One (1) year as a Senior Fiscal Analyst or other level (C43) class or three (3) years as a Fiscal Analyst or other level (C42) class with the Judicial Council of California or one (1) year of experience performing the duties of a class comparable in the level of responsibility to that of an exempt-level Senior Fiscal Analyst, or three (3) years as an exempt-level Fiscal Analyst, in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

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

To ensure consideration of your application for the earliest round of interviews, **please apply by 5:00 P.M.** on December 7, 2023. This position will remain open until filled and requires the submission of our official application and a resume.

To complete an online application, go to **job opening #6105** 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.

PAY & BENEFITS

\$8,023.00 - \$12,033.00 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
- Flex Elect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)
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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:

1. Describe your experience in organizational financial management. Include examples of your involvement in key financial functions (e.g. forecasting and budgeting, financial reporting, general ledger accounting, and cash flow control).

Employer Research

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