

# 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 Budget Analyst (Senior Fiscal Analyst)

**LOCATION:** SAN FRANCISCO/SACRAMENTO

**JOB OPENING #:** 6088

### OVERVIEW

The Judicial Council of California is accepting applications for the position of Senior Budget Analyst (Senior Fiscal Analyst) for the Budget Services Office.

The Senior Fiscal Analyst will provide advanced, complex, and specialized analytical and technical budget support to the Judicial Council's Facilities Services Capital Outlay program. The Senior Fiscal Analyst will be responsible for fiscal oversight and budgetary control of several active Capital Projects. This fiscal oversight will include analysis and preparation of statewide budget reports for management, control of capital outlay appropriations, requisition review and coding, preparation for review of Capital Outlay budget change proposals (COBCPs) and five-year capital outlay plan, and project management of the bond sale process. The Senior Fiscal Analyst is responsible for the review, input, and completion of fiscal documentation associated with bond sales, preparation and review of documents submitted to the State Public Works Board (SPWB) for various required actions to ensure successful continuation of capital outlay projects, and interface with the Department of Finance (DOF) on various technical aspects of capital outlay budget.

### 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, including 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 minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in person at the Judicial Council's San Francisco or Sacramento office and reside in the areas surrounding these locations. The Judicial Council offers

hybrid work arrangements for many positions. Beginning in September 2024, employees will work in the office at least one day each week. Beginning in January 2025, employees will work in the office at least two days per week.

## **RESPONSIBILITIES**

- Prepare regular fiscal reporting, forecasting, and tracking documentation for management and Facilities Services to ensure appropriateness of expenditure and project solvency.
- Approve requisitions in expenditure of capital funds.
- Review and preparation of SPWB project action package and interface with DOF or legislative staff for questions on the documentation.
- Prepare and review COBCPs and other fiscal documentation to build the budget galley.
- Project manage interim cash flow loans and bond sale process for the judicial branch's inclusion in statewide bond sales for new money and refinancing of current debt, including preparation of all documentation.
- Prepare documentation and consult with the program to understand cash flow needs of each capital outlay project to ensure successful completion of capital outlay projects within current resource availability.
- Draft accurate and timely fiscal impact analyses and Fiscal Impact Statements for legislative bills that impact the judicial branch.

## **MINIMUM QUALIFICATIONS**

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.

## **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 will remain **Open Until Filled** and requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #6088 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**

\$7,710.00 - \$11,565.00 per month

(This position will be filled at or near the starting salary of \$7,710.00 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)

**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. Please indicate for which employer you performed these functions. Your response should not exceed a total of one page.

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.