

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: Budget Supervisor (Fiscal Supervisor)

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6252

OVERVIEW

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

The Budget Supervisor (Fiscal Supervisor) in the Court Budget Unit (CBU) will plan, organize, supervise, review, and evaluate the work of assigned staff responsible for base and court program allocations and reimbursements of approximately \$3 billion annually for the 58 trial courts. The supervisor oversees the compilation of trial court financial documents and required reporting; reviews requests for funds held on behalf of the trial courts, cash advance loans, emergency trial court funding requests, and budget change proposals from trial courts and Judicial Council programs; oversees the preparation of the Court Interpreters Program and Judges Compensation expenditure projections; and directs workload related to new funding methodologies and allocation recommendations to the Trial Court Budget Advisory Committee (TCBAC) and the development of fiscal analysis for legislative bills.

This position also oversees the lead staff to TCBAC ad hoc subcommittees and subcommittees, preparation of annual reports to the Legislature, and other various special assignments for Budget Services management and the Executive Office.

This position works independently with limited supervision and works directly with court leadership including presiding judges, court executive officers, local fiscal court officers, advisory committees and subcommittee members, leadership and management from other Judicial Council offices, and all units within the Budget Services office.

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

- Supervise trial court allocations, distributions, and reimbursement processes including all communications with the courts, monthly distributions and financial projections prepared by staff for submission to management and ensure questions/concerns from the courts are addressed timely and accurately.
- Supervise staff providing support to the TCBCAC and its subcommittees and working groups including allocation and policy recommendations. Oversee technical assistance on the ongoing review and development of various trial court allocation methodologies. Prepare presentations and written materials on topics for discussion/action for TCBCAC and its subcommittees.
- Supervise funding requests, BCPs for assigned areas and legislative bill analyses. Oversee and review the following: rate proposals submitted by courts including briefing management on recommendations; preparation of communications and instructions to all trial courts; data compilation and recommendations for updated rate requests.
- Oversee the trial courts retirement and health benefits funding process for annual state budget development, trial court emergency funding, funding for specific multiyear programs, cash advance/loan requests, data collection/application processes, and assist staff and courts with budgetary support as needed.
- Oversee the development of various reports to the Judicial Council and Legislature to ensure compliance with statute, trial court expenditures, constraints on fund balances, supplemental funding for emergencies, and other special requests.
- Oversee all work within the Court Budget Unit, interview and recommend selection of staff; support the training and development of staff within the unit; evaluate employee performance, conduct performance reviews, and administer performance 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.

DESIRABLE QUALIFICATIONS:

- Excellent communication, interpersonal, public speaking, and writing skills.
- Experience with State budget process.
- Strong Microsoft Suite skills.
- Ability to lead, mentor and inspire a team.
- Experience engaging with executive leadership and senior management.

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

Early consideration date will be August 12th, 2024. 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 #6252 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

\$8,264.00 - \$12,394.00 per month

(This position will be filled at or near the starting salary of \$8,264.00 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 mass transit 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 answers should not exceed a total of three pages:

1. Describe your experience, if any, with court budget allocations, working with committees, and State of California budget practices and procedures.
2. Describe your knowledge and experience in communication via written and oral presentations your review and analysis of financial reports and other information.