

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: Manager, Budget Services

LOCATION: Sacramento, CA

JOB OPENING #: 6572

OVERVIEW

The Judicial Council of California is accepting applications for the position of Manager in Budget Services.

This position will provide direct management oversight for the Trial Court Budget Management section within the Budget Services office, which includes the Court Budget unit (CBU) and the Funds and Revenues unit (FRU). The CBU is responsible for administering allocations and reimbursements of approximately \$3 billion annually to the 58 trial courts, and provides budgetary support for various trial court programs. The FRU carries out advanced budgetary, technical, and analytical responsibilities related to the administration of judicial branch funds, including backfill for the Ability to Pay program and oversight of statewide collections.

This position directs Judicial Council staff support for the Trial Court Budget Advisory Committee and its subcommittees, managing administrative functions within the Judicial Council committee process to ensure that funding included in the budget is allocated to the trial courts in a timely and proper manner.

This position also represents the Budget Services office and the Judicial Council in interactions with a wide range of partners and stakeholders, including the Judicial Council's Executive Office and senior management, trial court leadership, county government departments, and state agencies such as the Department of Finance, the State Controller's Office, and the Legislature. Reporting to the Deputy Director of Budget Services, this position is granted broad discretion in its areas of responsibility and operates independently with minimal supervision.

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

The Judicial Council offers hybrid work arrangements for many positions. The successful candidate will be expected to work in person at the Judicial Council's Sacramento office at least two days per week, based on their office leader's direction, and reside in the area surrounding this location. To be eligible for Judicial Council employment and participation in the Judicial Council's Hybrid Work Program, a prospective or current employee's primary residence/remote work location must be in the State of California and within a 150-mile driving radius of their assigned reporting location.

RESPONSIBILITIES

- Manage daily operations of the Trial Court Budget Management Section to ensure the effective execution of all budget development, allocation, and implementation activities.
- Oversee the preparation, review, and statewide distribution of complex monthly funding allocations and reimbursements totaling more than \$3 billion annually.
- Lead the review and processing of trial court funding requests, financial schedules, annual budget change proposals, and fiscal analyses of legislative bills to ensure accuracy, consistency, and alignment with branch priorities.
- Direct and coordinate administrative and analytical support for the Trial Court Budget Advisory Committee, its subcommittees, and other Judicial Council advisory bodies and workgroups.
- Oversee the preparation of reports and presentations to the Judicial Council, the Legislature, and other stakeholders.
- Oversee development of multiyear revenue forecasts, cash-flow analyses, fund condition monitoring, and revenue backfill strategies to maintain solvency of judicial branch special funds.
- Direct the statewide collections program and provide guidance on training initiatives affecting trial courts and county partners.
- Drive process-improvement initiatives to streamline workflows, increase operational efficiency, and enhance service delivery to trial courts and other stakeholders.
- Recruit, develop, mentor, and evaluate staff to build and sustain a high-performing team that supports the mission and goals of the Judicial Council.

QUALIFICATIONS

Desirable Qualifications:

- In-depth knowledge of the California state budget process, including trial court financial operations, state special fund management, and court/county collection practices.
- Proven supervisory and leadership experience with a track record of guiding teams to achieve organizational goals.
- Strong customer service orientation, with excellent time management and organizational skills to ensure efficiency in complex environments.
- Exceptional communication, writing, and presentation skills, adept at conveying complex information clearly to diverse audiences.

- Demonstrated ability to develop and maintain strong working relationships across all organizational levels.
- Technical proficiency in Excel, SharePoint, and Power BI, leveraging data analysis and reporting tools to support informed decision-making.

Minimum Qualifications:

Bachelor's degree and five (5) years of professional-level analytical or managerial experience in assigned function, including, but not limited to, program analysis, development, implementation, research, and advising, including at least two (2) years of supervisory experience. An additional four (4) years of professional experience in the assigned function 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

Master's degree in a directly related field for the assigned discipline, and two (2) years of professional-level analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least two (2) years of supervisory experience.

OR

Two (2) years in a supervisor classification with the Judicial Council of California, or two (2) years of experience performing the duties of a class comparable in the level of responsibility to that of a supervisor classification in a California superior court or California state-level government entity, or two (2) years as a Legislative Advocate, Labor & Employee Relations Officer, or Senior Project Manager with the Judicial Council of California and a) completion of training courses on topics related to effective supervision within six (6) months of promotion; or b) one (1) year of previous supervisory experience.

OTHER

Please note, 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 Tuesday, January 20, 2026**, however, **this position will remain open until filled**. This position requires the submission of our official application, a resume, and a response to the supplemental questions.

To complete an online application, visit <https://www.courts.ca.gov/careers.htm> and search for Job ID# 6572.

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 Relay Service (TRS) is available by dialing 711. Once connected, provide the relay operator with the number for Human Resources: 415-865-4260.

PAYMENT & BENEFITS

Salary Range: \$9,911 - \$14,868 per month

Please note due to statewide fiscal conditions, the posted salary range is subject to a temporary 3% reduction. In exchange for this reduction, judicial branch employees accrue an additional 5 hours of paid personal leave per month through June 30, 2027.

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
- 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

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. What interests you in this position and what specific skills, experiences, or perspectives would you bring to this role?
2. Describe your approach to building a team culture around accountability, transparency, and high-quality work.