

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: Fiscal Supervisor (Budget)

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6402

OVERVIEW

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

The Fiscal Supervisor over the Court Budget Unit (CBU) in the Budget Services office plans, organizes, supervises, reviews, and evaluates the work of assigned staff responsible to support all aspects of budget development and implementation for the 58 trial courts. The Supervisor oversees the development of allocations and distribution of \$3 billion annually to the trial courts and manages other budgetary processes and programs that support court operations. The Supervisor oversees the preparation of trial court financial documents and required reporting; provides technical fiscal assistance to the courts; reviews funding requests to ensure compliance with statute, budget authority, and Judicial Council policy; and related assignments for court leadership, Budget Services management, and the Judicial Council's Executive Office. This position directs the work and staff activities that support the Trial Court Budget Advisory Committee (TCBAC) and various TCBAC subcommittees and work groups.

This position works independently with limited supervision and interacts with court leadership including presiding judges, court executive officers, local fiscal court officers, advisory committee and subcommittee members, leadership and management from other Judicial Council offices, and all units within the Budget Service 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 downtown Civic Center BART station. In Sacramento, the office is 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 San Francisco or Sacramento office at least two days per week or as business needs require, based on their office leader's direction, and reside in the areas surrounding these locations.

RESPONSIBILITIES

- Supervise trial court allocations, distributions, and reimbursement processes for more than \$3 billion annually.
- Write, edit, review, and finalize comprehensive professional reports, proposals, and other formal documents for executive audiences and public meetings, including reports to Council advisory bodies, the Legislature, and the Judicial Council.
- Supervise staff providing support to the TCBCAC and its subcommittees and working groups including allocation and policy recommendations. Oversee technical assistance for the review and development of various trial court allocation methodologies. Prepare presentations and written materials on topics for discussion/action by the TCBCAC and its subcommittees.
- Oversee the review and analysis of funding requests from the trial courts; the preparation of briefing materials for management and court leadership; prepare communications and instructions to trial courts for annual budget activities including the Schedule 7A (position information), Schedule 1 (baseline budget), and trial court employee retirement and health benefits; and review and verify the statewide integration of trial court data included in final recommendations, reports, and budget documents.
- Oversee all work within the Court Budget Unit, interview and recommend selection of staff; support the training and development of staff, 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

- Demonstrated experience in supervisory and leadership competencies.
- Excellent communication, interpersonal, public speaking, and presentation skills.
- Experience with state, local, or federal budget processes.
- Professional experience writing, editing, and finalizing comprehensive, original reports, proposals, memoranda, and other formal documents.
- Excellent customer service, time management, and organizational skills.
- Strong Microsoft Suite skills.

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; to ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on May 13, 2025. This position 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 #6402 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.

PAYMENT & BENEFITS

\$8,264.00 - \$12,394.00 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:

1. Please explain why you are interested in this position and why your experience and skills would be a good fit.
2. Describe your experience writing, reviewing, and finalizing original comprehensive reports, proposals, memoranda, and other professional documents for executive audiences and/or public meetings.