

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: Senior Fiscal Analyst

LOCATION: Sacramento, CA

JOB OPENING #: 6552

OVERVIEW

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

The Senior Fiscal Analyst serves as the lead staff for the Trial Court Budget Advisory Committee and its three subcommittees: Funding Methodology, Revenue & Expenditure, and Fiscal Planning, providing comprehensive support for all committee operations. This role manages the Funds Held on Behalf of the Trial Courts program, a fiscal process that assists courts in managing their operational budgets. The analyst also provides budgetary support for the Court Interpreter Program and acts as a key backup to the Senior Fiscal Analyst responsible for the trial court allocations and Workload Formula policy implementation. This position requires advanced, journey-level analytical expertise to manage complex projects and programs, conduct in-depth research, develop fiscal policies and procedures, compose official comprehensive written reports, and serve as a subject matter expert in trial court finance and planning.

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 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 per month reimbursement for qualifying mass transit 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 a week, based on their office leader's direction, and reside in the areas surrounding these locations.

RESPONSIBILITIES

- Serve as lead staff and provide high-level professional support to the Trial Court Budget Advisory Committee, its subcommittees, and working groups. This is one of the most active advisory bodies to the Judicial Council that represents trial court funding priorities and policies. This role involves strategic planning, policy compliance, stakeholder engagement, and administrative coordination to ensure the committee's operations align with Judicial Council governance standards.
- Manage the annual submission cycle, analyze funding requests from trial courts, and coordinate the Funds Held on Behalf of the Trial Courts program to ensure compliance, transparency, and effective fiscal oversight.
- Provide high-level professional support in a backup capacity to the Senior Fiscal Analyst position that oversees the trial court budget allocations of \$3 billion annually and the Workload Formula policy. This role collaborates extensively with Judicial Council leadership and trial court representatives to ensure effective governance of trial court funding and policy execution.
- Provide advanced-level analytical and budgetary support to the Court Interpreter Program. This includes technical assistance to the Language Access Program for annual court interpreter allocations to the trial courts, implementation of budget proposals, and review of reports to the Legislature and other documents.
- Provide support for the development and implementation of the annual trial court budget. Contribute to cross-functional initiatives that support trial court operations, ensure fiscal integrity, and support the goals of the Judicial Council.
- Document and maintain detailed records of operational processes, procedures, and related backup information to ensure clarity and consistency for key budgetary processes that support the trial courts.

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 (1) of the years of required experience. An additional four (4) 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 master's degree in a directly related field for the assigned discipline such as finance, contract administration or accountancy, and one year of experience as identified above.

OR

One (1) year as a Fiscal Analyst in the assigned field 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 a Fiscal Analyst in a California superior court or California state-level government entity.

Desirable Qualifications

- Knowledge of California's state budget process and governmental budgeting practices.
- Strong political acumen and understanding of governmental laws, rules, and policies.

- Experience implementing budgetary policies within government frameworks.
- Proficiency in Microsoft Office tools, including Outlook, Word, Excel, and PowerBI.
- Excellent writing, verbal communication, and presentation skills.
- Ability to research, analyze, and summarize financial and policy information for diverse audiences.
- Self-motivated, innovative, and capable of working independently to achieve organizational goals.

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

This position requires the submission of our official application, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, **please apply by Thursday, November 20, 2025**, however, this position will remain open until filled.

To complete an online application, please visit www.courts.ca.gov/careers and search for Job ID **#6552**.

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

\$7,941.00 - \$11,912.00 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.

1. What interests you in this position and what specific skills, experiences, or perspectives would you bring to this role?
2. Describe your experience in leading or coordinating the work of other analysts or cross-functional teams. What was your leadership style, and how did you manage conflicting priorities or team member expectations?