

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: SAN FRANCISCO OR SACRAMENTO

JOB OPENING #: 5692

OVERVIEW

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

This position provides complex, and specialized analytical and technical budget support to the Judicial Council 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, and preparation and review of Capital Outlay Budget Change proposals and five-year capital outlay plan. This position will also be responsible for project management of bond sale process, review, input, and completion of fiscal documentation associated with bond sales, preparation and review of documents submitted to the State Public Works Board for various actions to ensure capital outlay project continuation, and interface with Department of Finance on various technical aspects of capital outlay budget.

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 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 located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; remote work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- Prepare regular fiscal reporting documentation for management and Facilities Services and approve requisitions in expenditure of capital funds.
- Review and prepare State Public Works Board (SPWB) project action package and interface with Department of Finance staff.
- Prepare and review Capital Outlay Budget Change Proposals (COBCPs) and other fiscal documentation to build annual budget galley.
- Project manage interim cash flow loans and bond sale process for the judicial branch inclusion in statewide bond sales for new money and refinancing of current debt.
- Prepare documentation and consult with the Facilities Program to understand cash flow needs of each capital outlay project to ensure successful completion of capital outlay projects.
- Draft Fiscal Impact Analysis and Fiscal Impact Statements of legislative bills.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

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.

Desirable Qualifications

State of California governmental budgeting 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

This position is **Open Until Filled**. Submission of our official application, a resume, and a response to the supplemental questions are required.

To complete the online application, please visit <https://www.courts.ca.gov/careers.htm> and search for **JO# 5692**.

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

\$7,267 to \$10,901 per month

(This position is expected to be filled at or near the beginning of the salary range)

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 for Senior Fiscal Analyst (JO# 5692)

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 two pages.

1. Describe your experience, if any, with the budget practices and procedures of the State of California or other public sector environments. Please include any experience with preparing baseline budgets, collecting data and drafting budget requests, designing and conducting formal budget training, and reviewing budget change proposals.
2. Please describe any experience you have in performing fiscal analyses and preparing written recommendations for management consideration.