

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

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

EMPLOYMENT OPPORTUNITY

JOB TITLE: Senior Budget Analyst (Senior Fiscal Analyst)

LOCATION: Sacramento, CA

JOB OPENING #: 6652

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 Sacramento office.

The Senior Fiscal Analyst provides advanced, complex, and specialized analytical and technical budget support to the Judicial Council Facilities Services Capital Outlay program. This position provides fiscal oversight for capital outlay projects and manages the ongoing project close-out activities. Fiscal oversight responsibilities include analyzing and preparing statewide budget reports for management, controlling capital outlay appropriations, reviewing and coding requisitions, preparing and reviewing Capital Outlay budget change proposals (COBCPs), reviewing the updated five-year capital outlay plan, and managing the bond sale process. The position conducts monthly fiscal forecasting for each project by appropriation, line item, and category of expense, that are completed three times a year for every project. The position is also responsible for ensuring project compliance with appropriation availability periods, recommends reappropriations when needed, forecasts cash flow to ensure cash flow loans remain sufficient and advises Facilities Services staff on project scope, cost, and budget changes during the bi-monthly budget meetings with Facilities Services management.

This position prepares and review materials required by the State Public Works Board and the Department of Finance for the ongoing phases of Capital Outlay projects, including memos, fiscal displays, and agenda items. These package submissions are done approximately eight times annually. The role also updates and escalates project costs for Executive staff to support accurate advocacy for project funding. In addition, the position manages the twice-yearly bond sales process, a 3.5 month cycle involving extensive preparation, detailed bond document review, meeting participation, and coordination with the Judicial Council Facilities Program, Department of Finance, the State Treasurer's Office, Judicial Council Legal services, and the tenant courts. The position also prepares and reviews budget documents and fiscal displays containing Capital Outlay budget data for inclusion in the budget galley, published three times per year, and provides backup support to other areas within the State Budget Unit.

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, student loan forgiveness as part of Public Service Loan Forgiveness (PSLF), and retirement savings plans. The Sacramento 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 areas surrounding these locations. 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

- Prepare complex technical budget documents associated with the development of Judicial Branch's annual budget in accordance with Department of Finance Budget Letters and other guidelines.
- Develop and maintain budget reports and memos, tables, and trackers.
- Review and preparation of SPWB project action package and interface with DOF staff.
- Prepare and review COBCPs and other fiscal documentation to build budget galley.
- Project manage interim cash flow loans and bond sale process for the inclusion of the judicial branch 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. Support Facilities related activities.
- Track legislative budget hearings and budget enactment.
- Coordinate tracking and review of legislation impacting the branch and prepare fiscal analyses for proposed legislation as assigned.
- Meet with Facilities Services management bi-monthly to brief them on fiscal issues of concern for the program.

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 (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 the State of California’s budget process, governmental budgeting, and Financial Information System for California (FI\$Cal) system.
- Proficient in Microsoft Office tools, including Outlook, Excel, Word and PowerPoint.
- Excellent writing, analytical, communication, interpersonal, public speaking, and organization skills with attention to detail.
- Experience with state, local, or federal budget processes.
- Strong problem-solving and adaptability 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

To ensure consideration of your application for the earliest round of interviews, **please apply by May 1, 2026**. However, this position is **Open Until Filled**. This position requires the submission of our official application, responses to the supplemental questions, and a resume.

To complete an online application, go to job opening **#6652** at <https://www.courts.ca.gov/about/careers.htm>.

To complete an online application, please click the **Apply for Job** button.

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 - \$11,912 per month

Please note due to statewide fiscal conditions, the posted salary range is subject to a temporary 3% reduction. In exchange for this temporary 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)
- Public Service Loan Forgiveness (PSLF) eligibility

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. Describe your professional budget development experience and specific roles in the budget process, including your primary areas of responsibility, and any work around budget preparation and/or review, financial forecasting, and/or analysis.
2. Please 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 and analyzing financial data, adjustment to budget, developing cost allocations, drafting budget requests, and reviewing budget change proposals