

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 #: 5890

OVERVIEW

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

The Senior Fiscal Analyst will provide advanced, complex, and specialized analytical and technical budget support to the State Budget unit for the development of the judicial branch's annual budget in accordance with the California Department of Finance Budget Letters and other guidelines. The Senior Fiscal Analyst is responsible for reconciliation, analysis, and preparation of workload budget adjustments including salaries and wages, employer retirement contribution, employee compensation, lease revenue debt service, general administrative costs, statewide cost allocation plan, and other baseline budget adjustments.

This position reviews year-end financial statements and prepares past year budget adjustments and fund balance reconciliation packages for the General Fund, federal funds, and special funds. The Senior Fiscal Analyst assist with the development and review of Budget Change Proposals (BCP), Spring Finance Letters, May Revision requests, and Budget Change Concepts. This position reviews and reconciles the budgetary information in the Governor's Budget, including budget bill language, and tracks legislative hearings and budget enactment. In addition, the Senior Fiscal Analyst prepares fiscal analyses for proposed legislation. This position provides support to the Judicial Branch Budget Committee and is the lead point of contact for the Department of Finance and Legislative Analyst's Office.

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 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, analyze, and reconcile complex technical budget documents associated with the development of judicial branch's annual budget in accordance with California Department of Finance's Budget Letters and other guidelines and serve as the primary point of contact with Department of Finance on all budget drills and requests for information.
- Administers the judicial branch BCP process from concept development to final BCP, with supporting documentation.

- Develop and maintain budgetary reports and memos, tables, templates, and trackers for the January proposed Governor's Budget, May Revision, and enacted budget.
- Provide staff support to the Judicial Branch Budget Committee, which provides oversight to all budget issues for the judicial branch.
- Track the judicial branch budget from the legislative hearing process through enactment.
- Review of legislation impacting the branch and prepare fiscal analyses for proposed legislation.

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 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 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.

OTHER

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 **Friday, April 21, 2023**. 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 #5890 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. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS

\$7,267.00 - \$10,901.00 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
- 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. Describe your budget development experience and role in a budget process. Include the size and complexity of the organizations you have worked for, your specific role in the budget process, and your primary areas of responsibility. Additionally, please include experience you have with briefing management verbally and in writing regarding the budgets or budget processes you were responsible for.
2. Please describe your knowledge and experience communicating both in written and oral presentations, your review and analysis of financial reports and other information.