EMPLOYMENT OPPORTUNITY

JOB TITLE: FISCAL ANALYST
LOCATION: SAN FRANCISCO OR SACRAMENTO
JOB OPENING #: 5700

OVERVIEW
The Judicial Council of California is accepting applications for a Fiscal Analyst position in the Program Budget unit of the Budget Services office.

The Fiscal Analyst supports assigned offices in budget development and management, expenditure forecasting, technical assistance in accordance with state budget processes, additional fund requests, and in developing cost benefit analyses as required. This position is responsible for developing and implementing forecasting methods, workload assessment measures, and trend analyses. This position completes fiscal analyses for legislation and bill monitoring, position control review and updates for the annual Schedule 8 process, and technical assistance and review of budget proposals from concept to implementation. The Fiscal Analyst conducts specialized research and analyses to assist senior budget analysts in the Program Budget Unit, Budget Services management, and Judicial Council offices as needed.

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 San Francisco or Sacramento office. However, hybrid schedules may be available from a California residence during the duration of the agency’s Hybrid Work Pilot Program through 2022.

RESPONSIBILITIES
- Develop, review, and analyze initial budget allocations for assigned Judicial Council of California (JCC) offices.
- Create Personal Services Report and General Fund salary budget report for assigned JCC offices and reconcile to the Human Resources and State Controller’s Office (SCO) records.
- Provide analytical and technical support regarding budget development and management and expenditure forecasting for Tier I/II Judicial Council offices.
- Conduct specialized research and analysis of fiscal budgeting issues, including Cost Benefit Analyses for assigned offices, and/or upon request of the Executive Office.
- Review and provide technical assistance to programs for the development of budget concepts and budget proposals that support Judicial Branch funding priorities as needed before submission to the Department of Finance (DOF).
- Review and approve purchase orders (POs).
- Maintain and disseminate the reporting structure and chart of accounts.
MINIMUM QUALIFICATIONS
EDUCATION AND EXPERIENCE
Bachelor’s degree, preferably in business, finance accounting, or a directly related field, and three (3) years of professional experience in accounting, finance, budgetary, or contract administration. 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 or accountancy.

OR

Two years as an Associate Fiscal Analyst, in the assigned field, with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Fiscal Analyst in a California Superior Court or California state-level government entity.

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 ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on Friday, September 30, 2022.

To complete the online application, please visit https://www.courts.ca.gov/careers.htm and search for JO# 5700.

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
$6,876 to $10,314 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
- 13 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)
Supplemental Questions for Fiscal Analyst (JO# 5700)

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 one page.

1. Please explain why you are interested in this position and why your experience and skills would be a good fit.

2. Do you have any other employment by the State of California that is not already provided on your application? If yes, please list the specific departments or agencies for which you worked and your position for each one. If you have no prior state service, please state “none.”