EMPLOYMENT OPPORTUNITY

JOB TITLE: ASSOCIATE FISCAL ANALYST
LOCATION: SAN FRANCISCO OR SACRAMENTO
JOB OPENING #: 5738

OVERVIEW

The Judicial Council of California is accepting applications for two Associate Fiscal Analyst positions in the Court Budget unit of the Budget Services office.

This position ensures court budget information related to trial court operations is collected and compiled accurately for all 58 courts statewide. The Associate Fiscal Analyst obtains various reports from the trial courts including Quarterly Financial Statements, Quarterly Change in Authorized Positions, and Schedule of Constraints, reviews for accuracy and compliance, and prepares and posts to the California Courts website as required. Additionally, this position is responsible for the collection, review, and collation of the annual Schedule 7A (salary & benefits) and Schedule 1 (court operating budget) from trial courts and posting to the California Courts website. This position processes requests for reimbursement from trial courts related to prisoner hearings, extraordinary homicide trials, and service of process. The Associate Fiscal Analyst prepares the monthly trial court distribution FI$Cal upload template and provides technical and analytical support to the Budget Services Court Budget Unit.

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

• Provide support to the unit analyst in preparation of the annual Schedule 7A template, including updating the template for the current year, updating macros as needed, review of template and formulas and track all aspects of the 7A process.
• Resolve 7A data issues with individual courts, providing assessment and assistance to courts.
• Provide support to the unit analyst in preparation of the benefit cost change template, including updating the template for Governor’s Budget, Current Year and May Revision as needed, review template and formulas and track all aspects of benefit cost change process.
• Assist with compilation of final workbooks for submission to Budget Services, State Budget unit for use in funding requests to the State Department of Finance.
• Track notifications to courts on submission of Schedule 1 and follow-up with courts on submissions as needed.
• Create PDF of Schedule 1 and certification for each trial court, making formatting changes as
needed to ensure posting is complete and viewable and facilitate posting of Schedule 1s to the
California Courts website.
• Process Quarterly Financial Statements (QFS) and Report of Changes in Authorized Positions
(QCAP).
• Prepare each court’s QFS and ensure format of statement is viewable for posting and facilitate
posting of QFSs to the California Courts website.
• Process requests for reimbursement for prisoner hearing costs and extraordinary homicides and
service of process.
• Prepare monthly trial court distribution FI$Cal upload template.
• Provide support to senior analyst and lead staff person related to Judicial Council committee
work.

Other Duties and Responsibilities
• Provide budget information to be used in trial court briefing sheets; information for time sensitive
media requests and public information requests; and assist supervisor in responding to ad hoc
requests from the media, Department of Finance, and public in areas related to trial court
financial information as needed.
• Participate in the development and presentation of Budget Services Academy trainings and
other educational sessions for the office.
• Write fiscal analyses for legislation and monitor bills.

MINIMUM QUALIFICATIONS
EDUCATION AND EXPERIENCE
Bachelor’s degree, preferably in business, finance, accounting, or a directly related field that would
provide the knowledge and skills necessary for the assigned area. An additional four years of
professional experience 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

Two years as a Fiscal Services Coordinator working in the procurement or accounting function 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 a Fiscal Services Coordinator 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, October 21, 2022.

To complete the online application, please visit https://www.courts.ca.gov/careers.htm and search for
JO# 5738.

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
$6,323 - $8,851 per month

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 Associate Fiscal Analyst (JO# 5738)

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 describe any experience you have had with reviewing and processing invoices and reimbursement claims. Include type(s) of invoices, degree of complication, and methods used in reconciliation.

2. Describe your level of expertise using Microsoft Excel.

3. 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. If you have no prior state service, please state “none.”