

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf

Web site: www.courts.ca.gov/career

EMPLOYMENT OPPORTUNITY

JOB TITLE: ANALYST
LOCATION: SAN FRANCISCO, CA
JOB OPENING: JOB OPENING # 4350

OVERVIEW

In order to improve efficiencies and assistance to the courts, justice partners, and the public, Criminal Justice Services supports the Judicial Council's efforts related to criminal justice, including major statewide initiatives, such as 2011 Criminal Justice Realignment, Proposition 47, and community corrections projects. The multi-disciplinary office provides legal, programmatic, and research expertise.

In 2016, Criminal Justice Services was awarded a U.S. Department of Justice grant under the "Price of Justice" initiative to plan and implement a project aimed at improving efforts statewide to assess defendants' ability to pay court-ordered fines and fees.

Under the oversight of the Supervising Analyst, the Analyst will lead work aimed at understanding the consequences of criminal fines and formulating recommendations for statewide processes and procedures that improve the courts' ability to determine appropriate fines based on ability to pay.

RESPONSIBILITIES

- Serve as the primary analyst supporting the multi-disciplinary Ability to Pay Workgroup and associated research directives and project guidance.
- Help to develop Workgroup meeting agendas and presentations. Facilitate general, regular communications with Workgroup members.
- Research, collect, and organize detailed descriptions of local court policies and procedures, related to ability to pay.
- Research, strategize, and evaluate potential technology solutions to assist judges and court administrators to access appropriate financial information relevant to an individual's ability to pay.
- Research potential functional requirements and vendor/consultant capabilities related to development of a software tool to assist in ability to pay determinations.
- Coordinate the process for vendor/consultant selection. Work with Contracts and Procurement units of Judicial Council to seek and secure agreement with appropriate vendor and develop contractual agreement.
- Help to review vendor invoices and monitor the contract and progress toward deliverables.
- Under direction of the Supervising Analyst, develop, monitor, and maintain project budget and expenditures. Prepare requests for budget modifications, as needed.
- Coordinate program activities with research staff assigned to the project.
- Collaborate with the Senior Research Analyst to design and implement a research plan in three study sites chosen to analyze local jail populations and determine who has been detained related to the unpaid fines.

- Work with the Senior Research Analyst to facilitate site visits to courts and jails, including explanations of data elements to be collected and processes for submitting data.
- Assist in data analysis and integrate the research updates into regular program reports.
- Monitor program implementation timeline and major project milestones. Summarize program activities quarterly.
- Prepare and submit program reports for review by the supervisor and the project funder.
- Prepare and provide project updates and materials for Judicial Council, staff, Workgroup and partners, as needed.

QUALIFICATIONS

Minimum Qualifications

EDUCATION AND EXPERIENCE

Bachelor's degree and three (3) years of professional level analytical experience in program analysis, development, implementation, research and/or evaluation.

Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Two years as an Associate Analyst with the Judicial Council of California or other California state government entity.

Desirable Qualifications

- Experience working with high-level government agency officials.
- Experience with collecting, cleaning, and interpreting data.
- Excellent organization and project management skills.
- Excellent written and oral communications.
- Experience defining and deploying innovative technology solutions.
- Experience with user-centered design methods.
- High-level proficiency with Microsoft Word, Power Point, Excel, and Microsoft Project.
- Strong interpersonal communication skills.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on Monday, December 12, 2016. This position requires the submission of our official application, a resume, and answers to four supplemental questions.

To complete an online application, please visit our website at www.courts.ca.gov/careers and search for Job Opening 4350.

To obtain a printed application, please download a copy from our website at www.courts.ca.gov/careers and under the Special Access section, click on the Employment Application link.

OR visit:

Judicial Council of California
 Human Resources
 455 Golden Gate Avenue, 5th Floor
 San Francisco, California 94102-3688
 415-865-4272 Telecommunications Device for the Deaf

Please refer to "Analyst, Job Opening # 4350" on your application materials and all correspondence.

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

OTHER:

Please note: If you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

PAY & BENEFITS

Monthly Salary Range:

\$5,879- \$8,818 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
- \$130 transit pass subsidy per month
- Pre-Tax Parking Savings Program
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Disability (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

**Supplemental Questionnaire
For
Analyst at Criminal Justice Services (Job Opening # 4350)**

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. Please describe any experience, education, or interest that prepares you to work with the Criminal Justice Services Office.

2. Please describe the work you have done on a technology focused project, as part of a team. Describe your role and level of responsibility on the team. Please provide a brief discussion of the major challenges and accomplishments of working in a team setting.

3. Please describe in detail, two or three software tools you have utilized in your daily work, or as part of a special project. Indicate exactly how you use the tools and how they help you work more efficiently and effectively.

4. Please provide an example of a large scale project that involved data collection and analysis and your role in completing it.