

# JUDICIAL COUNCIL OF CALIFORNIA

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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:** Construction Contracts Analyst (Fiscal Analyst)  
**LOCATION:** San Francisco or Sacramento  
**JOB OPENING #:** 6213

### OVERVIEW

The Judicial Council of California is accepting applications for the position of a Construction Contracts Analyst (Fiscal Analyst) in the Facilities Contracts unit for the Branch Accounting and Procurement (BAP) office.

The Construction Contracts Analyst will collaborate with all levels of JCC staff and management to manage facilities-related contracts in accordance with JCC policies and within funding constraints. Responsibilities include drafting, issuing, and awarding contracts, analyzing service work orders for compliance, entering procurements into the FI\$Cal system, and overseeing purchase order closeouts. This position will also handle facility-related solicitations, participate in vendor management, and provide administrative support, including responding to Public Access to Judicial Administrative Records requests and training.

### 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, 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 minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's Sacramento or San Francisco office; hybrid work options for employees who live in areas surrounding this location may be considered.

## **RESPONSIBILITIES**

- Draft, issue, and award contracts, amendments, work orders, service work orders, construction change orders, intra-branch agreements, and other facility-related agreements ("Contract documents") as assigned.
- Receive assignments via FI\$Cal and review requisition attachments for accuracy and completeness of documentation.
- Communicate with Facilities Services staff regarding any missing, unclear, or incorrect information.
- Review project specifications, contracts, proposal documents, and procurement summaries (where applicable) to ensure contract and procurement compliance.
- Provide guidance and communicate with Facilities Services staff as needed for additional documentation, compliance, or analysis requirements.
- Determine the type of contract and language that best meets the needs of the JCC and the requester.
- Create or update a FI\$Cal Procurement Contract ID for supervisor approval. Working from a FI\$Cal requisition, input data to create or update an existing purchase order. Route the electronic files for peer review.
- Draft and administer facility-related solicitations, including Requests For Proposals ("RFP") and Requests For Qualifications ("RFQ") for services in accordance with applicable contracting manual requirements and JCC policies, and within funding constraints.
- Draft clear and comprehensive solicitation documents, including RFP/RFQ, schedules, statements of work, contract terms, and other necessary documents to meet requester needs while adhering to policy, standards, and guidelines.
- Offer contract support, including serving as a subject matter expert.
- Research potential vendors via the Internet, trade associations, and professional contacts.
- Provide various services related to Vendor Management.

### **Other Duties and Responsibilities:**

- Attend status meetings with internal customers (Weekly).
- Attend unit meetings with supervisor and team-members (Weekly).
- Attend 1-on-1 meetings with supervisor (Bi-Weekly).
- Complete all Judicial Council required annual trainings and webinars (Annually).

## **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 contract administration, accounting, finance, or budgetary. 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's 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.

### **Desirable Qualifications:**

- Experience with technical contracting in a state environment.

- Knowledge of facilities renovations and capital construction projects.
- Intermediate to advanced writing and formatting skills in Microsoft Word and Excel.

## **OTHER**

Accounting will not be required for this position.

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** and requires the submission of our official application, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **5:00 P.M, April 19,2024**

To complete an online application, go to job opening #6213 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**

\$7,082 - \$10,623 per month

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)

**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. Please indicate for which employer you performed these functions. Your answers should not exceed a total of three pages.**

1. Please describe what interests you about this job and why you believe it is a good fit.
2. Describe your experience with writing and administering construction related solicitations and contracts.