EMPLOYMENT OPPORTUNITY

JOB TITLE: Senior Analyst

UNIT: Rules and Projects Unit

LOCATION: San Francisco or Sacramento, CA

JOB OPENING: 5790

OVERVIEW
The Legal Services office of the Judicial Council of California provides quality, timely, and ethical legal advice and services to the Supreme Court, Courts of Appeal, and trial courts, and to the Judicial Council, and its advisory bodies and staff.

Legal Services is currently searching for a senior analyst to join its dynamic law office made up of a highly skilled workforce that provides legal support to judicial branch clients on challenging, varied, and significant legal issues. The senior analyst will be a program manager and subject matter expert for high visibility programs of great importance relating to the judicial branch in areas where law and technology intersect to provide crucial services to the public and the courts. Among other duties, the senior analyst will manage the Judicial Council forms program, including reviewing and making recommendations concerning forms policy, creation, revision, revocation, and quality control procedures, as well as research and analysis for the office on law and technology. The senior analyst works under the supervision of a supervising attorney but works independently in managing the workload.

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.

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. The office prefers to fill the position for the San Francisco office, but applicants for the Sacramento office will be considered.

RESPONSIBILITIES
Serve as program manager and subject matter expert for high visibility programs of major significance relating to the judicial branch in areas where law and technology intersect to provide crucial services to the public and the courts.

- Manage the Judicial Council forms program.
- Participate in all strategic decision-making related to Judicial Council forms program.
- Serve as subject matter expert for the Judicial Council in the quality, functionality, and design of forms and the software to create them (currently Adobe Experience Manager).
- Monitor industry standards and best practices regarding forms creation software. Make
recommendations about potential form or software changes necessary to improve forms creation, revision, and revocation procedures and develop solutions/tools (e.g., templates, objects, JavaScript) to increase efficiency and meet needs identified.

- Monitor industry standards and best practices with regard to forms quality control procedures; make recommendations about potential changes in quality control procedures to improve forms and program efficiency. Perform final review of forms for technical and quality assurance.
- Perform analysis and research in collaboration with staff in other Judicial Council offices to implement and develop improvements to the Judicial Council forms program, including accessibility compliance; web-based forms; integration with court case management systems; self-represented litigant portals; document assembly, etc. Develop related reports and presentations for Judicial Council advisory bodies, the Judicial Council Executive Office and Legal Services office management, as needed.
- Define, organize, and document Judicial Council forms development standards and procedures, testing protocols for forms quality assurance and functionality, and guidelines for the forms program, serving as main author for the Judicial Council forms manual.
- Plan, develop, and provide workshops and other trainings for Judicial Council staff to promote compliance with forms policy and effective use of forms software.
- Serve as main contact for courts, public, publishers, and other internal and external stakeholders for all forms-related matters.

Perform complex research and analysis regarding high profile and politically sensitive issues affecting the judicial branch, particularly those related to law and technology, and developing and managing collaboration between Legal Services and other Judicial Council staff offices on projects and research involving these issues.

- Research, analyze, provide consultation on, and prepare white papers on industry standards, best practices, and emerging technologies. Examples include research on electronic filing and service, forms assembly, the creation and maintenance of electronic court records, electronic signatures, electronic evidence, and access to electronic records, and privacy policies as they relate to these technologies.
- Draft reports and other documents for Judicial Council advisory bodies, as needed.
- Develop, manage, and partner with other offices on law and technology projects, e.g., forms modernization, public access needs, e-filing initiatives, forms assembly, e-signatures, electronic evidence, etc. Participate in strategic decision-making regarding collaborative projects, develop agendas, project plans, timelines, and tasks lists and ensure completion of tasks for success of projects.
- Provide consultation and technical assistance to internal and external clients on applicable laws, policies, and rules.
- Plan, design, and provide technical training for internal and external clients, including formal workshops

Serve as the primary analyst supporting the Chief Counsel and Legal Services management team regarding sensitive and confidential matters, including office workflows and processes, and manage large and complex projects and programs relating to such matters. Perform research and provide oral and written recommendations, proposals, and advice on these matters to the Chief Counsel and Legal Services management.

- Develop agendas, project plans, timelines for projects identified by the Chief Counsel and Legal Services management and ensure completion of necessary tasks to ensure success of projects.
- Serve as Legal Services project manager and subject matter expert on technologies selected to enhance office workflow and processes. Develop and execute implementation plan, including creating user profiles. Develop and maintain policy and procedure documentation.
- Serve as Legal Services liaison on technologies implemented. Troubleshoot and communicate issues to any vendors or in-house liaisons, as needed. Inform other Judicial Council offices of potential efficiencies and solutions deployed by Legal Services.
- Plan, develop, and provide workshops and other trainings for Legal Services staff on
technologies implemented and, as needed, on other topics researched.

- Provide orientation, direction, guidance, training, consultation, and peer review for other analyst staff in Legal Services. Provide back up to other analyst staff, including in other units, as needed.

Other Duties and Responsibilities:
- Perform other tasks, as assigned, for other Legal Services units, particularly the Legal Opinion unit, including: substantive searches of the Perceptive database, managing complex budgets and procurement activities that relate to law, technology, and innovation projects, researching and proposing opportunities for funding of law and technology projects, working with Legal Services’ Transactions and Business Operations unit on technology-related procurement projects for judicial branch entities.

MINIMUM QUALIFICATIONS
Bachelor’s degree, and four (4) years of analytical experience in program analysis, development, implementation, research, and/or evaluation. Possession of a bachelor’s degree in a directly related field for the assigned discipline such as political science, public administration, statistics, mathematics, etc., may be substituted for one of the years of required experience. 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

Master’s degree in a directly related field for the assigned discipline such as political science, public administration, statistics, mathematics, etc. that included qualitative and quantitative research, and one (1) year of analytical experience in program analysis, development, implementation, research, and/or evaluation.

OR

One year in the Analyst classification 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 an Analyst in a California Superior Court or California state-level government entity.

DESIRABLE QUALIFICATIONS
Experience/Skill In:
- Law and technology, including understanding and effectively communicating technical language from both fields for others;
- Adobe Experience Manager (AEM) Forms or other forms-building programs.
- Other current and emerging technology, database systems, and computer programs;
- Technology used for court operations, including court case management systems, self-represented litigant portals, document assembly, electronic filing, electronic signatures, and the use of remote technology for hybrid courts;
- Providing project/program management, organization, and logistics;
- Coordinating deadlines and prioritizing competing demands;
- Monitoring project schedules, status, and compliance;
- Researching industry trends, solutions, and best practices;
- Gathering data, analyzing findings, and applying logic and reason;
- Written and oral communication, including authoring and presenting reports and other documents; and
- Public communications.

Knowledge Of:
- Principles and practices of program administration and management;
- Principles and practices of court operations;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Principles and methods of qualitative and quantitative research;
- Best practices and emerging technologies; and
- Modern budget practices.

OTHER INFORMATION
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
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on Thursday, December 15, 2022. This position requires the submission of our official application, a resume, and a response to the supplemental questions.

To complete the online application, please click the Apply for Job button.

To complete the online application, please visit to https://www.courts.ca.gov/careers.htm and search for JO#5790.

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.

PAY & BENEFITS
Monthly Salary Range:
$7,267 - $10,901 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
- $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)

Supplemental Questions

To better assess the qualifications of each applicant, we will review your response to the following question. Your response should not exceed a total of two pages.

1. Please explain why you are interested in this position and what skills and experience you would bring to the position. In discussing your experience, please indicate the employer where you gained the experience.

2. If not included in your response to question 1:
   
a. Please describe any work you have done on developing forms, including the software you have used to create forms, and the purpose and functionality of the forms you created.

   b. Please describe your experience with, or knowledge of, court operations and legal procedures, in particular as they relate to technology.