October 2018
FLSA: NON-EXEMPT
CLASS CODE: 00677

COURT ANALYST

DEFINITION

Under general direction, provides administrative, budgetary, grant, and work-flow support to assigned departmental projects and programs; develops, summarizes, and maintains administrative, staff, technical, and fiscal reports and records; fosters cooperative working relationships among Court divisions and acts as a liaison with various community, public, and regulatory agencies; applies procedural, program, and compliance knowledge in support of a Court division or program; makes recommendations for organizational, operational, policy, and procedural improvements; researches, compiles, and analyzes data; develops, summarizes, and maintains administrative and fiscal records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise general supervision over staff and/or contractors.

CLASS CHARACTERISTICS

This is the full journey-level class in the Court Analyst series. The work has administrative, technical and programmatic aspects requiring the interpretation and application of policies, procedures, laws, and regulations and may involve frequent contact with the public. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Court Analyst in that the latter is responsible for the most complex analytical and programmatic functions within the assigned department and policies and initiatives impacting the strategy and direction of the Court.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs administrative and programmatic work in such areas as financial administration and reporting, grant development and administration, requests for proposals, report development, database management, contract administration, management analysis, JBSIS filing, and fee, fine, and forfeiture distributions.
- Performs technical and procedural work in support for an assigned division, or program; applies technical procedures, methods, and techniques to support program and management analysis functions and processes; monitors and explains operational and program requirements and processes to various stakeholders.

- Develops, prepares, and processes a variety of original and technical documents such as bid documents, legal advertisements, contracts and addendums, plans and specifications, purchase requests, invoices, reimbursement packages, grant applications with work plans and budget estimates, and cost-sharing agreements.
- Researches, interprets, and ensures compliance with laws, codes, rules, and regulations and Court and program guidelines, policies, and procedures related to assigned areas of responsibility.
- Monitors, coordinates, organizes, and carries out administrative and technical assignments and projects; researches and compiles information and data from internal and external sources on topics related to assigned areas of responsibility; reviews, organizes, and summarizes data collected; compares data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review by senior staff.
- Organizes, maintains, and updates assigned record systems and databases; enter, update, and audit data to ensure quality control; develops queries and run reports; researches data within areas of assigned responsibility to prepare reports and provide follow-up information to inquiries; periodically review and purge files in accordance with the records retention policy.
- Researches and resolves operational and program problems through the review of records, interpretation of requirements and regulations, projection of the impact of potential actions and decisions, participation in audit processes, and the coordination with multiple stakeholders.
- Assists in developing and monitoring assigned budgets including gathering and reviewing financial data to identify and recommend account adjustments and fund transfers, developing narratives and project plans, monitoring labor hours and other expenses, ensuring accurate allocation to accounts, providing account balances and updates to management and staff, processing invoices and purchase orders, maintaining budget spreadsheets, entering information into the financial software system, and attending budget meetings.
- Composes, edits, proofreads, and submits staff, financial, budgetary, operational, and other technical and programmatic charts, reports, contracts and agreements, technical documentation, and various correspondence and informational materials regarding assigned activities.
- Verifies and reviews calculations, forms, and reports for accuracy, completeness, and conformance with established regulations and procedures.
- Serves as a liaison and provides information and assistance to employees, the public, and private organizations, community groups, and other agencies regarding assigned activities; receives and responds to complaints and questions; interprets and explains applicable regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; coordinate and resolve problems when appropriate.
- Plans, organizes, assigns, supervises, and reviews the work of technical or clerical staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of court management and governmental administration.
- Basic principles of research, data collection, and report preparation techniques.
- Business mathematics and basic statistical techniques.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Principles and practices of lead direction including work planning, assignment, review and the training of staff in work procedures.

- Basic principles and practices of public administration as applied to operational unit and program administration.
- Sources of information related to a broad range of Court programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation; and public agency budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Court in contacts with governmental agencies, and various regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public and Court staff.

Ability to:

- Assist in the developing and implementing goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Train and instruct others in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the Court in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field and one (1) year of administrative analysis experience within a governmental or private agency setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.