

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
(415) 865-4370 Web site: [www.courtinfo.ca.gov/jobs](http://www.courtinfo.ca.gov/jobs) (415) 865-4327 Fax

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** STAFF ANALYST II  
**CITY:** San Francisco, California  
**JOB REQUISITION:** 2497

### DEPARTMENT STATEMENT

The Judicial Council of California, Administrative Office of the Courts in San Francisco, is accepting applications for a Staff Analyst II in the Center for Families, Children & the Courts---Child Support Program. (CFCC). The program, established by AB 1058 (Statutes 1996, chapter 957) with funding from the California Department of Child Support Services, consists of Child Support Commissioners and Family Law Facilitators in the local courts. It is funded through an interagency agreement that runs through June 30, 2007.

This temporary position will be responsible for providing program and research support to the Child Support Program at the Center for Families, Children & the Courts. The Staff Analyst II will assist in several discrete special projects related to court operations and policy development. The successful candidate will be fully competent to independently perform the full range of analytical duties under the supervision of the program manager and the direction of the senior research analyst. The Staff Analyst II will be independently responsible for some small projects, and will assist senior staff in the development, analysis and implementation of larger projects.

### CENTER FOR FAMILIES, CHILDREN & THE COURTS

The CFCC is an interdisciplinary center dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. Through a multidisciplinary approach, CFCC seeks to (1) ensure that the well being of children, youth, and families is a high priority within the California judicial system; (2) encourage positive changes at both the trial and appellate court levels; and (3) provide leadership, outreach, and collaboration to ensure that court and community resources are available.

### RESPONSIBILITIES

- Participates in collecting data and information; assembling, reviewing, and doing preliminary analysis on the data and information collected; and summarizing results of the data collection; including substantial operational responsibility for the Family Law Facilitator Electronic Database
- Assists in conducting special studies and developing recommendations; including ongoing program evaluation;
- Assists in the development and implementation of educational offerings and special projects;
- Compiles and calculates costs of projects or programs; Including assisting with the program's mid-year and base allocation budget process;
- Drafts memoranda, correspondence, reports, and other documents;
- Assists in conducting focus groups with program stakeholders, participate in site visits and interview program participants as part of program evaluation,
- Attends and presents findings at conferences, trainings and public forums;
- Participates in work sessions related to rules and forms development ; maintains records of proposals, recommendations and rationales for various rules and forms proposals;
- Researches topics or issues and summarizes results of the research; and

- Responds to inquiries from the public, governmental agencies, and others related to an assigned area and resolves minor problems that may arise.

Must be available to work overtime and on weekends and holidays. May be required to travel statewide as necessary.

## **QUALIFICATIONS**

Equivalent to possession of a bachelor's degree and two years of professional analytical experience.

Experience in a field related to the work may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the two years of required experience.

## **TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, the position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Statistics/Research", and search for Job Req. #2497, Staff Analyst II. This position requires the submission of our official application and response to the supplemental questionnaire which may be found on our website.

## **OR**

To request a printed application, please visit:  
Administrative Office of the Courts  
Human Resources Division  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102  
(415) 865-4272 Telecommunications Device for the Deaf

## **PAY AND BENEFITS**

**SALARY RANGE:**                    **\$4,411 - \$5,361 per month**  
(Starting salary may vary between \$4,411 and \$4,852 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
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**AN EQUAL OPPORTUNITY EMPLOYER**