



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#15-21**

**Management Analyst – Confidential
Open Recruitment**

Filing Deadline:	March 3, 2016	Biweekly Range:	\$2,275.20 - \$2,768.00
	4:30 p.m. Actual Receipt	Annual Range:	\$59,155.20 - \$71,968.00

DEFINITION:

Under direction, performs professional analytical support work in one or more functional or operational areas of the court system such as human resources, budget, program evaluation, policy, procedures, workflow analysis, facilities, public information and computer management systems.

DISTINGUISHING CHARACTERISTICS:

This is a generalist class series where incumbents perform professional level administrative and programmatic research/development analysis on which the court can make organization, budget, staffing and program decisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

1. Plans, organizes and conducts administrative studies, including court improvement/reengineering projects of court-wide significance or specific to a division.
2. Reviews, analyzes and recommends to management organizational policy and procedures for department operations; participates in the development of new or revised programs, systems, procedures and methods of operation; identifies court programs that can be enhanced by grant funding and prepares grant proposals.
3. Reviews existing and proposed local, State and Federal legislation for impact on the court's activities; prepares analyses and monitors the effectiveness and results of new initiatives.
4. Acts as liaison to other court divisions, governmental agencies, and other parties with interest in the trial court system.
5. Prepares narrative, graphic and statistical reports with alternative methods for resolving issues. Prepares correspondence and other written materials compile and process confidential materials including labor and employee bargaining information, notes and budget information.
6. Assists department management with the resolution of work problems; Prepares cost benefit analysis and justifications.
7. Provides liaison and staff support to a variety of committees, commissions and work groups.
8. Assists in the development and implementation of department or division goals and objectives.
9. Attend training as offered and/or directed; travel to off-site courts, as needed.
10. Performs other duties as required.

WORK HOURS:

As directed, per Division needs, including overtime.

Supervisory Duties: NONE

MINIMUM QUALIFICATIONS**Necessary Employment Standards**Knowledge of:

- Business and legal correspondence
- Word processing, spreadsheet and database software applications
- General office practices and equipment
- Correct English usage, spelling, grammar, and punctuation
- Basic accounting principles and practices
- Knowledge of principles and practices of the legal system and court procedures and operations
- NCSC Courttools

Skill/Ability to:

- Understand and interpret written policies and procedures
- Understand and follow written and oral instructions
- Organize and prioritize own work in order to meet deadlines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Communicate effectively, orally and in writing
- Analyze projects and work toward successful solutions. Must have effective analytical skills and be able to research and synthesize complex information
- Work independently toward successful results
- Support court management decisions and change
- Perform difficult detailed court clerical work which involves a high degree of independent judgment and includes analyzing data, interpreting directions, procedures and regulations and developing appropriate responses
- Read and understand statutes and instructions related to court proceedings. Follow verbal and written directions and use correct legal terminology
- Effective communication skills - verbal and written - in person, over the telephone and in writing with public, attorneys, vendors, justice partners, co-workers, supervisors, managers, and judicial officers. Prepare clear, concise records and reports that are legible with attention to detail
- Perform basic financial and statistical record keeping with correct basic arithmetic processes and simple accounting procedures
- Possess excellent organizational skills with ability to prioritize work. Possess excellent telephone skills
- Operation and routine maintenance of office equipment including but not limited to: printer, photocopier, cash register, calculator, typewriter, multi-function telephone, scanner, 10-key, microfiche, power files, file stamp
- Maintain confidential information in accordance with legal standards and/or other regulations
- Be dependable, punctual and have good attendance
- Establish and maintain effective working relationships with the public, co-workers, supervisors, judicial officers, independent contractors, vendors, justice partners and other management. Work effectively with and assist individuals of various ages and diverse cultural backgrounds Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines
- Must successfully complete fingerprinting and Criminal Record Background Check

EDUCATION AND EXPERIENCE REQUIRED**Education:**

- Bachelor's degree in Accounting, Public/Business Administration, Criminal Justice Administration or closely related field from an accredited college or university

Experience:

- The equivalent to two (2) years of full-time experience providing program or administrative support to management that includes data analysis and technical report writing

License, Certification and/or Special Requirements:

- A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

ESSENTIAL PHYSICAL AND MENTAL DEMANDS

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data; includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; regression analysis; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability:

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Superior Court of California, Merced County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of California, Merced County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATION AND SELECTION PROCESS

Applications may be obtained from and submitted to:
Merced Superior Court

Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or visit our website at www.mercedcourt.org

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.

Date Posted: 2/18/2016



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GENERAL INFORMATION

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment
15 days accrual during the second 5 years
20 days accrual after 10 years
25 days accrual after 20 years

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Sick Leave:

Unlimited sick leave accumulation

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Holidays:

14 paid holidays

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.