

# SANTA CRUZ SUPERIOR COURT



## APPLICATION MATERIALS

Applications are available on our website: <https://www.santacruz.courts.ca.gov/general-information/employment>. For additional information please email the court at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or to the following address:

Superior Court of California,  
County of Santa Cruz  
Human Resources Department  
701 Ocean Street, Room 110  
Santa Cruz, CA 95060

## Selection

Only those candidates who submit a completed application packet (application and resume) by **5:00 p.m. on October 24, 2022**, and who meet the minimum qualifications will be invited to a formal interview. The court reserves the right to use other screening methods for this recruitment as appropriate.

## Job Recruitment

### Senior Financial Analyst

#### About the Position

The Superior Court of Santa Cruz County is seeking a highly motivated and skilled applicant to fill one vacancy for a Senior Financial Analyst.

Under direction of the Director of Finance, this position performs complex and specialized financial analysis work, procurement and related analysis, assisting in the implementation of financial procedures, processes and systems and assists with financial and accounting audits.

Employees in this classification receive limited direction within a broad framework of policies and procedures. Assigned duties require the exercise of sound judgment to choose among possible actions, sometimes without clear precedents. Employees will perform their work independently with some guidance and oversight from the Director of Finance.

## **About the Position**

This class is distinguished from the Accountant class in that this class may have responsibility for leading, training and assigning the work of Accountants and Accounting Technicians and/or performing more specialized and complex work.

## **COVID-19 Vaccination Requirements**

Applicants must be fully vaccinated against COVID-19 as defined by the Center for Disease Control or have a valid medical or religious exemption approved by the Court's Human Resources Division.

Individuals must be capable of performing the essential functions of the job and must be able and willing to adapt to the working conditions as specified below.

## **Requirements**

1. Graduation from an accredited college with a Bachelor's degree in Business, Public Administration, Finance, Accounting, or related field; and
2. A minimum of five years of budget experience performing budgetary and organizational analyses; and

Additional work experience may be substituted for a Bachelor's degree, if it is in combination with an educational background that demonstrates the required knowledge and abilities.

Possession of a valid California driver's license is required.

Submission to a background investigation is required upon conditional offer of employment.

## **Candidates for this position must have the following knowledge:**

- Financial management information systems including general ledger, accounts payable and receivable, and payroll;
- Financial administration of grants;
- Internal accounting and finance controls;
- Working with court trust funds and State Trial Court Funding reporting requirements;
- Laws, rules and regulations pertaining to governmental fiscal operations;
- Principles and practices of public administration, budget development, & management;



## **About the Court**

It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law, and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.

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The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 11 judges, one commissioner and approximately 125 staff. The annual budget is approximately 18 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

## **About Santa Cruz**

Santa Cruz County has 273,170 residents and is situated at the northern tip of Monterey Bay, approximately 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of San Jose. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. There are four incorporated cities within Santa Cruz County. The City of Santa Cruz, with a population of 65,011, is the largest city in the county.





### **Candidates for this position must have the following abilities:**

- Track and project expenditures and revenues;
- Monitor and reconcile expenditures against operations and maintenance vendor contracts and service agreements;
- Reconcile liabilities, cash, accounts receivable, payroll and accounts payable accounts;
- Review and analyze budget information and prepare professional reports and correspondence for court administrators and judges;
- Assist in the development of budget-related systems, policies, and procedures;
- Develop spreadsheets to track project expenditures and revenues;
- Expertise with various software applications (E.g. Microsoft Office)
- Create systems to ensure that funds are set up and maintained properly;
- Setup accounting systems as necessary;
- Identify management information needs and assist in designing new systems;
- Attend budget meetings and hearings and account for changes in the budget;
- Create annual budgets for court projects and departments.

### **Representative Duties**

1. Compiles and analyzes financial and budgetary data, statistics and other information to aid in program/department monitoring, evaluation planning and improvement; prepares studies and recommendations as directed; provides general technical assistance to management as assigned; assists with preparation and presentation of budgets; performs budget and expenditure review and makes recommendations on same; evaluates, recommends, writes, and administers grant funding opportunities; Compile, review, and format data and reports required by the Court, State, and other agencies.
2. Prepares and negotiates requests for proposals (RFPs), quotes (RFQs), contracts and agreements.
3. 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.
4. Prepares narrative, graphic, and statistical reports such as collections and traffic/criminal revenue reports with alternative methods for resolving issues. Prepares correspondence and other written materials.



### **Representative Duties**

5. Reviews existing and proposed local, State and Federal legislation for impact on the court's activities; prepares analysis and monitors the effectiveness and results of new initiatives.
6. Assists in the development and implementation of department or division goals and objectives.
7. Provides as-needed backup support to other positions in the Accounting and Finance department.

### **Essential Functions**

Specific tasks and duties may vary between assignments, however, the following are considered essential functions expected of the Senior Financial Analyst classification:

- Frequent and ongoing use of a computer to conduct a variety of the more advanced clerical functions and communications;
- Periodic, regular, and/or occasional contact with employees in other court divisions, government agencies, the public and/or vendors with the ability to converse and respond appropriately to inquiries and requests;
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Employees must have the ability to lift and carry 10 lbs.;
- Work with time constraints and under pressure in some situations.

### **Working Conditions**

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Employees will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high quality work under limited time constraints. The ability to work independently as well as closely with others is required.

### **Compensation and Benefits**

The position of Senior Financial Analyst is paid according to the following salary range:

**Monthly: \$7,099.92 to \$8,983.63**

**Annual: \$85,198.99 to \$107,803.60**

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, a 100% employer paid dental plan, a 100% employer paid vision plan, membership in the California Public Employees Retirement System (CalPERS), paid holidays and paid vacation leave.



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The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.