



## Superior Court of California - County of Calaveras **FISCAL ANALYST**

CLASSIFICATION: 3005a

POSITION TYPE: REGULAR, FULL-TIME

FLSA: NON-EXEMPT

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### **POSITION DEFINITION**

Under general direction, the Fiscal Analyst performs professional fiscal and related strategic analysis work to support the Court's fiscal and revenue operations. This classification focuses on budgetary, forecasting, and strategically oriented financial work rather than the narrower accounting functions performed by Accountant-Auditor positions. Incumbents generally possess a broad background in public sector finance, budgeting systems, and revenue management, and provide analysis, forecasting, and fiscal planning to support management decision-making. Duties include maintaining and reconciling financial records, preparing complex fiscal reports, managing the Court's collections program, performing duties for travel coordination, and ensuring compliance with Judicial Council, state, and federal fiscal policies, laws, and regulations.

The Fiscal Analyst serves as a subject matter resource for fiscal procedures and policy compliance, advising management and providing technical guidance to internal and external stakeholders.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey-level classification in the Budget and Revenue Analyst series. Incumbents perform complex financial analysis, forecasting, and compliance work to support trial court fiscal operations under Judicial Council guidelines. It is distinguished by its breadth of duties involving both the processing of financial transactions and the analysis of complex fiscal data. This position requires a strong ability to independently conduct higher-level analytical work, including generating and evaluating financial reports (such as TC-31, TC-145, ATP, and the quarterly Report on Revenue), assessing the impact of legislative fee changes, monitoring the Court's Maintenance of Effort (MOE) in relation to fines and fees collected, preparing the annual Uniform Fee and Bail Schedule submission, and reviewing and maintaining vendor contracts in connection with Requests for Proposals (RFPs). This role requires the ability to synthesize financial data, provide actionable insights, and coordinate with internal and external stakeholders on collections, accounting, and fiscal operations.

### **SUPERVISION RECEIVED AND EXERCISED**

This class receives direct supervision from the Director of Finance. This classification does not include formal supervisory responsibility.

## ESSENTIAL FUNCTIONS

*The Court reserves the right to assign or reassign duties as needed, based on the needs of the Court. The essential duties listed below are representative and may not include all possible tasks.*

- Analyzes, investigates, computes, research, and compiles financial documents and activities, including, but not limited to, grant applications, agreements/contracts, journal entries, bank reconciliations, trial balances, monthly, quarterly, and year-end financial reports and budgets, expenditures, and revenues; provides analytical review.
- Support the Court's financial operations within the Case Management System (CMS), including Tyler Odyssey, by performing audits of fines and fees, correcting financial transactions, imposing financial obligations, and updating case statuses for accounts in collections.
- Establish, monitor, and evaluate collection programs for court-ordered fines, fees, and delinquent debt; analyze collections data and prepare required reports such as TC-31, TC-145, ATP, and the Judicial Council Collections Reporting Template.
- Receive and process payments from customers and external agencies in accordance with established procedures and financial controls.
- Perform routine and complex fiscal recordkeeping, accounting, and reconciliation tasks; monitor the Court's Maintenance of Effort (MOE) compliance related to total fines and fees collected.
- Identify and reconcile overpayments; initiate customer outreach to return funds prior to escheatment, ensuring compliance with applicable statutes and timelines.
- Assist in the preparation, review, and monitoring of financial statements, including the quarterly Report on Revenue and the annual Uniform Fee and Bail Schedule submission.
- Prepare audit documentation for delinquent accounts and assist in initiating legal recourse or referral to external collection agencies, as appropriate.
- Reconcile cash, revenue, and general ledger accounts; investigate and resolve discrepancies to ensure financial accuracy and integrity.
- Process deposits, journal entries, disbursements, and other fiscal transactions using the Court's financial systems and in compliance with accounting standards.
- Assist with month-end and year-end financial close processes, including preparation of trial court financial reports and support for internal and external audits.
- Maintain accurate documentation of payments, adjustments, and payment plans for accounts in collections; ensure proper tracking and reporting for audit and compliance purposes.
- Responsible for managing all aspects of travel arrangements for employees, executives, and judicial officers.
- Prepare invoices and supporting documentation for court reimbursements, interagency billings, and other financial transactions in accordance with Judicial Council guidelines and applicable funding agreements.
- Review, maintain, and track vendor contracts; assist in the development and administration of Requests for Proposals (RFPs), including solicitation, evaluation, and documentation processes.
- Draft and prepare a variety of written materials, including financial reports, correspondence, spreadsheets, and procedural documentation to support fiscal operations and decision-making.
- Process payroll transactions, maintain payroll records, and ensure timely and accurate documentation in compliance with applicable labor laws, court policies, and confidentiality standards.

- Handle sensitive financial data with discretion and accuracy; maintain strict confidentiality in accordance with court policies, state regulations, and ethical standards.
- Collaborates with, and provides guidance to, internal and external staff regarding financial information related to specific accounts, funds, programs, and/or data across an entire organization, such as a trial or appellate court, including financial system procedures, issues, and questions.
- Ensures adherence to Judicial Council, state, and federal policies, procedures, laws, regulations, and accounting principles; develops reporting tools, accounting protocols, internal controls, and workflow aids.
- Prepares allocations across a specific fund, program, or organizational function; performs financial forecasting and/or cost/benefit analyses, assisting clients or senior analysts in preparing budget documents and budget change and concept documents; monitors capital construction project-related expenditures for compliance with contractual terms and spending limits for capital construction projects; prepares related reporting.
- Participate in complex financial projects.
- Research and develop complex and specialized reports, recommendations, and presentations.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new/existing staff, as assigned.
- Performs other duties of a similar nature and level as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITY**

### **Knowledge of:**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances
- Principles and practices of budgeting and finance
- Principles, practices, and methods of funding and governmental accounting
- Principles and practices of contract preparation and management
- Generally Accepted Accounting Principles and Governmental Accounting Standards Board
- Banking services, investments, and cash management, as assigned
- Basic principles and methods of financial statistical analysis
- Customer service and business consultation principles
- Applicable work rules and policies
- Proficiency in standard office equipment and enterprise-level desktop applications, including financial software, spreadsheet tools, and document management systems
- Interpreting, applying, and explaining applicable laws, codes, regulations, and standards
- Reviewing complex financial documents, including, but not limited to, contracts, agreements, and budget requests for compliance and formulating accounting rules
- Monitoring expenditures and revenues and/or cash position as part of a budget or fund
- Researching, compiling, reviewing, analyzing, calculating, summarizing, and synthesizing financial information
- Applying financial tools such as forecasting and cost/benefit analysis
- Preparing financial documents, contracts, and/or statements
- Planning, developing, and administering budgets
- Organizing, prioritizing, and coordinating multiple tasks in order to meet assigned deadlines and competing demands

- Build and maintain collaborative working relationships with colleagues, stakeholders, and members of the public

#### **Skilled In:**

- Analytical skills for interpreting complex financial data, identifying trends, and generating actionable insights
- Payroll processing systems and interagency billing platforms
- Drafting and managing contracts, Request for Proposals (RFP), and procurement documentation
- Interpreting public sector policies such as Judicial Council fiscal policies, state and federal regulations, and legislative fee structures
- Distribution practices and collections program standards
- Customer service and professional interaction with justice partners, vendors, and the public
- Attention to detail and accuracy in handling sensitive financial data, prioritizing tasks, managing multiple deadlines, and working independently with minimal supervision

#### **Ability To:**

- Perform detailed and accurate financial analysis and analytical/clerical accounting tasks.
- Interpret and apply applicable laws, codes, and policies, such as from the Trial Court Financial Policies and Procedures Manual (FIN manual)
- Communicate effectively with diverse individuals, including the public and justice partners.
- Work independently with minimal supervision and handle multiple priorities.
- Prepare clear and concise financial reports and correspondence.
- Maintain accurate records, confidentiality, and ensure data integrity.
- Exercise good judgment in recognizing the scope of authority.

### **MINIMUM QUALIFICATIONS**

#### **Qualification Guidelines:**

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be possession of a bachelor's degree from an accredited college or university with major coursework in finance, business or public administration, or a closely related area. Some experience involving fiscal, budgetary, or organizational analyses is preferred.

#### **Pattern 1**

- **Education:** Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, public administration, or a closely related field.

- **Experience:** One (1) year of experience performing fiscal, budgetary, or operational experience, including work with accounting, financial reporting, or revenue operations, preferably in a government or public sector setting.

## Pattern 2

- **Education:** Associate's degree from an accredited college or university in accounting, finance, business administration, public administration, or a closely related field.
- **Experience:** Three (3) years of progressively responsible fiscal or operational experience, including tasks such as financial analysis, budget monitoring, or revenue management, preferably in a government or public sector setting.

## Pattern 3

- **Education:** High school diploma or GED equivalent.
- **Experience:** Five (5) years of progressively responsible fiscal or operational experience, including financial recordkeeping, revenue analysis, or accounting support, preferably in a government or public sector setting.

## TYPICAL WORKING CONDITONS

This position operates within a professional office setting characterized by a controlled climate and variable noise levels.

## GENERAL INFORMATION

### Conditions of Employment

- **Conditional Offer Requirement:** Employment is contingent upon the successful completion of a fingerprint and criminal background check, which will only be conducted after a conditional offer of employment has been extended, in compliance with California's Fair Chance Act.
- **Reference checks** will be conducted prior to appointments to verify employment history and suitability for the position.
- **Driver's License & Travel:** Employees may be required to travel between court locations or attend off-site training. Employees who operate a court vehicle must possess a valid California driver's license. All employees driving on court business must certify possession of a valid California driver's license and the required level of automobile insurance.
- **Personal Vehicle Use:** Employees using personal vehicles for court-related business are provided with liability coverage during the scope of their employment. Reimbursements for additional costs incurred due to business use, in accordance with the California Labor Code §2802, will be honored when applicable.

### Convictions

- Felony or misdemeanor convictions may disqualify an individual from employment with the court. In accordance with applicable laws, including the California Fair Chance Act, the court will conduct an individualized assessment of each case. This includes consideration of the nature and gravity of the offense, the time that has elapsed since the offense, and its relevance to the duties of the position.

**Employment Eligibility:**

- In accordance with the Immigration Reform and Control Act of 1986, all people 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 authorization to work in the United States.

**Association Representative**

- This position is represented by the Calaveras Court Employees' Association (CCEA) under the Trial Court Employment Protection and Governance Act (Trial Court Act).

**EMPLOYEE ACKNOWLEDGEMENT AND DISCLOSURE STATEMENT**

I acknowledge that I have received, read, and understand the job description for my position, including the essential duties and required knowledge, skills, and abilities. I affirm that I am able to perform these responsibilities, with or without reasonable accommodation.

I understand the duties, responsibilities, and expectations associated with my position and agree to perform my job in accordance with these standards. I further understand that this document does not constitute a contract of employment.

I further acknowledge that I am employed at the will of the Court, as provided under Government Code § 71634.1, and the Court reserves the right to modify, amend, or terminate any policies, procedures, or job responsibilities described herein at its discretion, in accordance with applicable law.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_