SUPERIOR COURT OF CALIFORNIA COUNTY OF ALAMEDA	JOB ANNOUNCEMENT EOE/ADA* *If you need assistance with the application process due to a disability, please call (510) 271-5153 or TDD (510) 465-3929	24 HOUR JOB HOT LINE # (510) 208-3906 www.alameda.courts.ca.gov/courts

PRINCIPAL ANALYST (PLANNING, RESEARCH, PUBLIC INFORMATION & COURT SERVICES BUREAU)

PAY RANGE: **$2974.65 - $3613.43 Bi-weekly plus Management Benefits**

FILING DEADLINE: **Friday, June 3, 2005 at 5:00 p.m.**

FILING REQUIREMENTS: **Send completed application form to:**
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications, including resumes and cover letters for the position of Principal Analyst assigned to the Planning, Research, Public Information and Court Services Bureau at the Rene C. Davidson Courthouse in Oakland. Under direction, the Principal Analyst plans, implements, coordinates and manages projects and activities of major significance to the development and delivery of court programs and services; and performs other related duties as assigned.

TYPICAL DUTIES (May include but are not limited to the following:)

1. Plans, organizes and leads staff engaged in complex, sensitive and detailed analytical work for a variety of administrative functions; conducts feasibility and needs assessment studies; and conducts statistical and court operational analyses.

2. Plans, implements, coordinates and manages project activities to improve administration of court programs and services; and develops work plans and project goals.

3. Manages interdivisional teams and complex projects and studies; participates on and coordinates multi-disciplinary committees and task forces; and supports operational and judicial committees.

4. Develops and recommends court policies, practices and procedures.

5. Conducts research and analysis; determines operational and fiscal impact of local and statewide policies; and serves as court representative on statewide committees and work groups.

6. May supervise professional and support staff.

7. Acts in the absence of the Bureau Chief; may serve as an assistant bureau chief.

MINIMUM QUALIFICATIONS

Experience:

Equivalent to six years of full-time professional experience in complex administrative and legislative policy, operational analysis and program development. Experience in program evaluation and as lead project staff in a complex organization is desirable.

And

Education:

Possession of a Bachelor's degree from an accredited college or university in public administration, court administration, business administration or a related field. Completion of substantial coursework in statistics or the social sciences is highly desirable.

Possession of a Master's degree from an accredited college or university in public administration, social science, statistics or a related field is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of project management; data collection, research and analysis methods; state, court and county functions, organization and structure; principles, functions and practices of public administration and policy analysis; court operations; workflow process analysis; budget development and practices; state and local legislative processes; statistical and research methods; and supervision principles and practices.

Ability to manage special projects and programs; evaluate problems and issues with conflicting evidence, make recommendations and facilitate implementation; use a variety of computer office, research and database applications; prepare written and oral presentations; maintain the confidence and cooperation of Court officials, employees and the public; collect, interpret and evaluate a variety of narrative and statistical data; develop and write procedures, correspondence, narrative and statistical reports; maintain confidentiality of information; and exercise discretion and independent judgment.

GENERAL INFORMATION

This is a full-time, FLSA exempt management position. Employment is contingent upon successful completion of fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a probationary period of one year. Please be advised that the finalist must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. Benefits include medical and dental insurance for employee and dependents, retirement plan, accrual of 13 sick leave days and 10 vacation leave days per year, 13 holidays, life insurance, Employee Assistance Program, deferred compensation plan, credit union membership and management benefits (cafeteria plan, educational reimbursement plan, management leave days and supplemental insurance options).

Dist: Presiding & Supervising Judges, Executive Team; official bulletin boards; Diversity; ACMEA Business Representative & Represented Employees

RT/r: Opened exam on May 20, 2005 with application deadline of June 3, 2005.