



Associate Fiscal Analyst

Class Code:
9064

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: September 7, 2026

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Job Definition:

Under general supervision, reporting to a Principal Analyst in the Finance Division, this position is responsible for providing analysis, oversight, and reporting for the budget services, grant administration, or general finance administrative functions of the Court, and performs other related duties as assigned.

Distinguishing Features:

This is a journey level position that is fully competent to provide project and/or analytical work in the Finance Division as designated by management. Areas of responsibility may include project management, budget development, management, monitoring, and administration of budgets and grants and other administrative assignments relating to the operations of the Finance Division. This classification is distinguished from the Management Analyst in that the latter may have supervisory responsibilities and performs the more complex analytical work with greater impact due to size or scope or may have ongoing programmatic responsibilities in addition to the analytical responsibilities.

EXAMPLES OF DUTIES:

Examples of Essential Job Duties:

Note: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties or may perform portions of each section. The omission of a specific job duty does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another stated job duty

1. Assists in the development and implementation of division or departmental goals and objectives.

2. Gathers data and participates in surveys to analyze systems or procedures; makes recommendations on methods or systems to improve fiscal efficiencies and delivery of fiscal services.
3. Assists in developing and administering annual court divisional, special program and grant program budgets. Assists in writing proposed budget plan documents (i.e. budget, purchase request, additional funding request, interdivisional budget request).
4. Compiles, cleans, analyzes, and formats data for budgetary reports.
5. Presents budgetary information and recommendations to executive-level management.
6. Assists in writing procurement solicitation documents (RFP, RFI, RFQ), vendor contracts, and purchase requisitions.
7. Reviews purchase requisitions to ensure alignment of approved budget amounts and compliance to court policy and grant program regulations.
8. Monitors contracts, purchase orders, and payments; forecasts expenses; and assists in writing amendments to the contracts and purchase orders, as necessary.
9. Compiles and gathers data and prepares administrative or fiscal reports. This may include performing complex financial or administrative cost analyses or the preparation of budget estimates.
10. Develops and revises financial policies and procedures and job aids; trains court staff regarding these policies and procedures.
11. Identifies and resolves a variety of financial issues through analysis, and collaboration with internal and external partners. Presents viable recommendations for problem resolution.
12. Reviews contracts, invoices, and other Court agreements and performs various financial analysis and reconciliations.
13. Coordinates all activities associated with grants and contracts. Assists in the development of the financial tracking and reporting mechanisms to monitor expenditures for grant funded programs. Monitors and tracks grant administration, ensuring compliance with policies and procedures in accordance with state, federal and organizational guidelines. Identifies and resolves compliance issues.
14. Serves as liaison with Court Program Managers and external funding agencies; assists in the development and communication of financial and programmatic recommendations to Court Program Managers.
15. Performs other duties of a similar nature, as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college.

And

Experience:

The equivalent to two years of full-time professional experience in administrative, systems or operational analysis.

Education Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices and methods of administrative and operational analysis.
- Principles, practices and methods of public budgeting.
- Work planning, project management, data collection and analytical techniques.
- Financial and statistical practices and procedures.
- Basic contracting and procurement principles.
- Tracking expenditures against allowable expenses.
- Fundamental grants administration and compliance tracking.
- Principles and techniques of preparing a variety of effective written material including business letters and emails.

Ability to:

- Independently conduct analytical studies; organize and prioritize work assignments and activities; exercise discretion and independent judgment in the performance of assignments
- Demonstrate excellent verbal, written communications and analytical skills;
- Synthesize data and compile results in a clear and concise manner.
- Prioritize tasks and manage competing priorities;
- Develop and maintain professional relationships with colleagues, internal clients, the public, and external agencies;
- Develop budgets, track expenditures and critical reporting requirements or timelines.
- Demonstrate strong problem solving skills and develop effective resolutions.
- Prepare clear and concise reports and other written material.
- Work collaboratively in team environment.
- Utilize a computer and relevant software applications and other equipment as required.

CLASSIFICATION HISTORY:

Date established: 09/07/26