



# Principal Analyst

Class Code:  
4838

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Apr 1, 2009  
Revision Date: Mar 30, 2009

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under direction of an executive team member, to plan, to implement, to coordinate and to manage projects and activities of major significance to the development and delivery of court programs and services; to supervise professional and support staff or to serve as a lead in a major project and/or program; and to perform other related duties as required.

### DISTINGUISHING FEATURES

This is a supervisory class level that may report to the Bureau Chief I, Finance Director or Human Resources and Labor Relations Bureau Director. The major job functions include the responsibility for development and implementation of comprehensive programs and projects that have a court wide impact. These programs/projects deal with highly complex and sensitive issues. Incumbents are expected to work with minimal direction.

## EXAMPLES OF 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 this classification does not necessarily perform all listed duties.

### **When assigned to the Executive Office:**

1. Supervises staff assigned to the Executive Office by establishing work priorities, providing direction, making decisions on difficult and complex problems; coordinates workflow and cross training.
2. Selects, trains, motivates and evaluates employee performance; communicates expectations, monitors performance and completes and conducts performance evaluations; provides coaching

for performance improvement and development when necessary; recommends and issues corrective and/or disciplinary action to address performance or conduct issues; and manages staff schedules.

3. Manages and oversees courtwide projects and programs as assigned, such as the coordination of judicial schedules and coverage; the Assigned Judges Program; the Temporary Judges Program; and the Mental Health Hearing Officers Program.

4. Supports the development and delivery of judicial training events and functions; oversees management and compliance reporting related to judicial education.

5. Conducts complex research, reviews policies and regulations, compiles and analyzes data and information and uses that research and information to make decisions or provide recommendations for operational and administrative business process improvements that maximize the effectiveness and efficiency of courtwide processes and services; develops and implements policies, procedures, and/or controls to achieve courtwide objectives; develops and conducts training.

6. Conducts administrative and operational research by analyzing data and information for projects, programs, policies or regulations; manages programs and projects by planning, organizing, directing and overseeing the work of others; and provides analysis and options for executive level decision-making; prepares ad hoc and periodic statistical and written reports required by the Court and other government entities.

7. Provides subject matter expertise in the areas of funding streams, resource allocations, operational functions and oversight mechanism applicable to California Courts.

8. Assists leadership in evaluating impact/changes and makes recommendations or provides input as required to implement solutions.

9. Performs other related duties as assigned.

**When assigned to the Finance Bureau:**

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 cost benefit analyses.

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

3. Provides subject matter area expertise on the interpretation of official guidance for revenue distributions related to criminal and traffic cases; monitors the court's case management systems' performance; identifies and corrects revenue-related processing errors; develops suitable alternative procedures for processing certain citation types if necessary; and supports management in responding to information requests from AOC internal audit staff, the State

Controller's Office, and other governmental units.

4. Defines problems, conducts analytical studies and implements change in court services and/or administrative services (e.g., accounting, budgeting, contract management, personnel, staffing, organization and office automation/data processing) based upon conclusions drawn from the study process; conducts and responds to verbal and written inquiries and informational surveys; prepares and presents status and final written and verbal reports of such work.

5. Develops budget submissions requiring moderately complex justification (e.g., routine cost benefit analysis) and involving consideration of alternatives; reviews accounting data regularly to ensure conformance with revenue expectations and expenditure plans; assists line managers with understanding of fiscal process and implication of accounting reports; investigates and resolves accounting discrepancies.

6. Analyzes the probable impact of proposed legislation and regulation, and recommends change in operational policy or procedure to comport with legal mandates as changes are made and conducts legislative research and analysis.

7. Develops and recommends various policies and procedures; develops written procedures to implement adopted policy and/or clarify and describe standard practices; designs and improves forms; coordinates publication and dissemination of such material.

8. Coordinates disciplinary matters and grievance procedures with Human Resources

9. May supervise professional, technical and support staff.

10. Acts in the absence of the Finance Director.

11. Performs other related duties as assigned.

**When assigned to the Human Resources and Labor Relations Bureau:**

1. Plans, organizes and leads professional and technical staff involved in complex, sensitive and detailed analytical work in labor and employee relations; safety, disability and workers' compensation; recruitment, testing and selection; certification; classification and compensation; training and development; HRIS; cost benefit analysis; and position control management.

2. Plans, implements, coordinates and manages Human Resources programs and activities to improve administration of court services; develops work plans and project goals; and assists managers in assessing the effectiveness of procedures, organizational structure and job design.

3. Provides consultation to managers and supervisors on disciplinary matters and appropriate personnel actions, and performance management process; counsels employees on work place issues; conducts harassment and discrimination investigations and prepares recommendations; coordinates grievance procedures and represents the court in disciplinary matters.

4. Represents management and participates in meet and confer sessions; develops contract language; interprets and explains memoranda of understanding, and personnel, policies and procedures, rules and regulations to managers and employees.
5. Plans, organizes and coordinates annual court employee training program; designs and delivers training programs and seminars to managers and employees.
6. Plans, organizes and coordinates employees safety, disability and ADA programs.
7. Manages interdivisional teams, and complex projects and studies; participates on and coordinates committees and task forces.
8. Reviews class specification, including job duties and responsibilities and minimum qualifications; analyzes class specification revisions; conducts classification and salary surveys; creates and establishes new classifications; conducts job audits and makes recommendations.
9. Plans, organizes, supervises and conducts recruitment and selection functions; plans regular and targeted recruitment strategies; analyzes class specifications, including job functions and minimum qualifications; job duties and writes job announcements; screens applications for minimum qualifications and best-qualified candidates; arranges for and participates on interview panels; develops and administers a variety of examinations; prepares and maintains eligible, transfer and certification lists; makes job offers and coordinates final hiring process.
10. Develops and revises court policies and procedures.
11. Supervises professional, technical staff.
12. Acts in the absence of the Human Resources & Labor Relations Director.
13. Performs other related duties as assigned.

**When assigned to the Planning, Research, Public Information and Court Services Bureau:**

1. May plan, organize, and lead staff engaged in complex, detailed analytical work for a variety of judicial and administrative functions; conducts feasibility and needs assessment studies; and conducts statistical, cost benefits and court operational analyses.
2. Conducts research and analysis; determines operational and fiscal impact of local and statewide policies and programs; and serves as court representative on statewide committees and work groups.
3. Establishes and maintains procedures to enable rapid assembly of data for analysis and production of statistical reports; uses a variety of software, including database, spreadsheet and statistical analysis applications to manipulate and to analyze large quantities of data.
4. Accesses a variety of data sources to develop and to produce regular and ad hoc managerial

reports relating to court administration.

5. Plans, implements, coordinates and manages project activities to improve administration of court programs and services; performs business process analysis and recommends improvements; and develops work plans and project goals.

6. Manages inter-divisional teams, and complex projects and studies; participates on and coordinates multi-disciplinary committees and task forces; and supports operational and judicial committees.

7. Develops budget proposals for submission to Judicial Council; coordinates budget requests with executive team members.

8. Develops and recommends court policies and procedures.

9. Trains, monitors and evaluates staff's work performance; supervises professional and/or support staff; and recommends disciplinary action.

10. Acts in the absence of the Bureau Chief I.

11. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Education:

Possession of a Bachelor's degree in business administration, court administration, human resources, public administration or related field from an accredited college or university. A Master's degree in a related field is desirable.

### And

### Experience:

The equivalent to six (6) years of full-time professional-level experience in complex budget analysis, human resources, financial/fiscal analysis, legislative/administrative policy analysis or complex program development. Experience as lead staff in a complex organization 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; local, State and Federal laws pertaining to human resource management; principles, methods and techniques of personnel administration; revenue distribution methodologies and distribution formulas,

generally accepted accounting principles (gaap), financial management systems and applications, budget development and practices; state and local legislative processes; statistical and research methods; supervision principles and practices.

***Ability to*** manage special projects and programs; evaluate problems and issues with conflicting evidence, make recommendations and facilitate implementation; interpret and apply employee labor agreements and State and Federal laws pertaining to employment; 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 and narrative and statistical reports; maintain confidentiality of information; exercise discretion and independent judgment.

## **CLASSIFICATION HISTORY:**

Date established: 4/01; Rev. 4/24/13; Rev.10/1/19

## **CLASS SPEC TITLE 6:**

### Physical Demands:

Walk, stand, sit, and climb up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis; hearing and speaking to communicate with the public and court staff; dexterity and coordination to handle files; occasional lifting of objects weighing up to 25 lbs such as files, stacks of papers, reference and other materials and reach for items above and below desk level.

### Working Conditions:

Video display terminal is used on a daily basis. Attend meetings outside of normal working hours. Work occasional evening and weekend hours. May be required to travel statewide as necessary.

### Special Requirements:

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.