



Superior Court of California, County of San Benito

Invites applicants for the position of:

Resources Analyst

Full-time

Represented Position-with Full Benefits

Application Deadline: Wednesday, May 31st, 2023 – 5:00pm

The Superior Court of San Benito County is recruiting for enthusiastic applicants to fill the positions of Resource Analyst.

Compensation:

Hourly:	Step A: \$24.23	Step F: \$30.92
Bi-Weekly:	Step A: \$1,938.40	Step F: \$2,473.60
Monthly:	Step A: \$4,199.87	Step F: \$5,359.47
Annual:	Step A: \$50,398.40	Step F: \$64,313.60

To apply submit a completed employment application and resume to the court by the deadline noted above. The employment application can be found at the following link:

<https://www.sanbenito.courts.ca.gov/system/files/general/employment-application.pdf>

Application can be submitted by the following methods:

By Email: SanBenitoCourtHR@SanBenito.courts.ca.gov

By personal delivery or US mail to:

San Benito County Superior Court
Attn: Maria Alfaro
450 Fourth Street, Hollister, CA 95023
Monday-Friday: 8:00 a.m. to 5:00 p.m.

Definition:

Under general supervision, performs specialized legal processing duties and statistical and management analyses to support Court-wide projects. Associate Resources Analyst works on a variety of projects focusing on the analysis and documentation of business processes and requirements. The Associate Resources Analyst will participate in a variety of projects and assist with the development of business processes to enhance operational effectiveness. Ensures information is translated appropriately and provides support on specialized Court systems. This

classification exercises judgment to analyze and identify areas requiring modification, compiles and submits recommendations as they relate to the development or improvement of existing processes or Court programs. The ideal candidate possesses strong analytical skills, project management skills and has the ability to problem-solve with an emphasis on ensuring appropriate, timely work products. Exceptional communication, writing, interpersonal and analytical skills are required.

Distinguishing Characteristics:

The Associate Resources Analyst is an advanced journey-level class that operates under general supervision. Incumbents perform business process analysis; comparison of Court case management systems and/or other platforms; and perform strategic business analysis to support Court functions. Incumbents are responsible for providing Court process support and analysis. Tasks assigned to this level require an in-depth and broader understanding of problem identification, analysis and resolution..

Reports To:

The Court Executive Officer or designee.

Job Duties: (Depending on assignment, duties may include, but are not limited to, the following)

Depending on assignment, duties may include, but are not limited to, the following:

- Examines court records for accuracy, completeness and conformity to requirements.
- Collects, compiles and verifies data for statistical studies and reports.
- Enters and retrieves data from computer systems.
- Prepares a variety of documents related to court operations and coordinates the flow of documents necessary for management review.
- Works as part of a project team to coordinate the development of data analytics and project deliverables, which is inclusive of, but not limited to; the requirements gathering process, programming, quality assurance/acceptance testing and production implementation of Court Management systems.
- Researches and prepares statistical reports using data from Court Management systems and internal surveys.
- Tracks and fully documents changes for functional and business specifications; writes detailed universally understood procedures for permanent records and for use in training.
- Contributes to team effort by performing highly detailed work on multiple concurrent tasks under strict deadlines.
- Maintains timekeeping records as required.
- Performs other duties as assigned.

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Typical Working Conditions:

Work is performed in an office environment, with continuous contact with other agencies and staff. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectations to produce high-quality work under limited time constraints. The ability to work independently as well as closely with others is required. May be required to travel for training, meetings, and off-site assignments.

Desirable Qualification:**Knowledge of:**

- Principles and practices of producing effective project documentation including business functions, desk manuals, and configuration documentation for Court Management systems.
- Effective communication skills and techniques, both orally and in writing, needed for gathering, evaluating and transmitting information.
- Principles of English grammar, spelling, and punctuation for generation and review of a variety of business correspondence.
- Modern office procedures and practices including operating a personal computer and information management programs used by the Court.
- Government code and other statutes related to process and rules of Court.
- Methods and techniques in conducting analytical studies and systematic approaches to problem-solving.
- Project management techniques.
- Operational functions of the judicial system including the functions and relationships between the various court divisions, units and offices.

Ability to:

- Perform duties independently under general, minimal supervision within specific assignments.
- Research and make recommendations on administrative and procedural practices and other complex business problems for Court Management systems.
- Analyze, evaluate and integrate business processes and procedures.
- Apply creative thinking in the use of case management systems and development of business processes.
- Utilize time management skills and multi-tasking capabilities.
- Work well under pressure and in stressful situations.
- Evaluate data and draw logical conclusions.
- Organize records; oversee work effectively to meet Court deadlines.
- Communicate effectively, both orally and in writing, with other Court staff at various levels and the general public, sometimes under difficult and stressful conditions.
- Utilize computer software programs and application concepts necessary to perform assigned duties and responsibilities.
- Use appropriate discretion and judgment in handling sensitive personnel and Court matters.

- Manage multiple tasks simultaneously

Training & Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

An educational level equivalent to a high school diploma or GED and experience equivalent to four (4) years of clerical experience, preferably in a court environment.

EDUCATION SUBSTITUTION:

Completion of 24-semester units or 36 quarter units in criminal justice, behavioral science, business/public administration or a closely related field from an accredited college or university may be substituted for up to one (1) year of the required experience.

Or

Completion of a bachelor's degree or higher in criminal justice, behavioral science, business/public administration or a closely related field from an accredited college or university may be substituted for up to two (2) years of the required experience.

The contents of this class specifications shall not be construed to constitute an expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The Superior Court of California, County of San Benito, assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.