

Facilities Analyst

JOB FAMILY DEFINITION

This classification falls within the Facilities Analysis Job Family encompassing a range of work in which incumbents are responsible for providing analytical and advanced technical support to facilities functions including capital and facilities planning, construction, and associated funding; real estate acquisition, disposition, leasing, and licensing; and operational analysis such as safety and health. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing journey-level professional and technical analysis in planning and program management related to facility and work space design, real estate, workplace health and safety, and general facility operational program administration.

DISTINGUISHING CHARACTERISTICS

The Facilities Analyst is distinguished from the Associate Facilities Analyst in that the Facilities Analyst performs journey-level professional and technical analysis in environmental health and safety functions, space planning, or real estate. Incumbents assigned to Real Estate as an Associate Facilities Analyst are further differentiated from Facilities Analysts in that the latter analyzes and facilitates owned-real estate acquisition and disposition including, but not limited to, coordination of the transaction, creation of agreements and terms, performing site reviews, negotiating agreements, and coordinating the closing process and associated due diligence. The Associate Facilities Analyst provides basic fiscal analysis, lease revenue transaction processing, landlord-tenant relations, and coordination of leasing and/or licensing for an assigned real estate portfolio.

The Facilities Analyst is distinguished from the Senior Facilities Analyst in that the Senior Facilities Analyst possesses and provides a significant level of technical expertise to ensure agency legal compliance and physical asset management at the highest level. The Senior Facilities Analyst represents the Judicial Council to outside regulators and in contract negotiations with vendors, the general public, and other agencies. If assigned to real estate, the Senior Facilities Analyst handles the most complex and politically sensitive projects. If assigned to environmental compliance, the Senior Facilities Analyst manages and coordinates environmental due diligence on renovations, new construction, maintenance activities, and property disposition. If assigned to planning and policy, the Senior Facilities Analyst is responsible for planning studies, technical analyses, infrastructure and master plan maintenance, and space planning for capital projects and court expansion projects.

The Facilities Analyst classification requires the consistent exercise of discretion and judgment, using advanced knowledge to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Performs research and analysis in support of space and facility planning, health and safety, or real estate management.

- Researches and develops content; writes complex documents including, but not limited to, reports, leases, contracts budget analyses, policies/procedures, and research or issue papers.
- Assists with project management activities; participates on project management teams.
- Coordinates with stakeholders and clients regarding study results, recommendations, project needs and objectives, and best practices.
- Provides advice and technical assistance regarding applicable laws, policies, rules, and regulations for programs or projects.
- Monitors an assigned budget including, but not limited to, revenue forecasting, expenditure monitoring/projections, grant management, invoice review/preliminary approval, and financial report writing.
- Provides customer service.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Positions assigned to real estate may be responsible for:

- Coordinating real property acquisition, disposition, or occupancy agreements including drafting contracts and building and lease abstracts, ordering appraisals and studies, and supporting the closing process and all associated due diligence;
- Interpreting legal agreements including, but not limited to, property acquisition, leases, transfer, and joint occupancy agreements, and providing guidance to internal and/or external clients;
- Providing data analysis of real property transactions to support the purchase, sale, lease, sublease, license, and/or transfer of real property;
- Analyzing, reviewing, pricing, and approving licenses; and
- Coordinating and preparing revenue enhancement or cost containment studies.

Positions assigned to capital and facilities planning and policy may be responsible for:

- Researching and drafting project feasibility reports and capital funding and change requests, and responding to questions;
- Serving on project teams to review and select architects and planning consultants;
- Serving on project teams to monitor consultant work and review documents regarding facility programming and planning during preliminary design and design phases;
- Preparing and updating planning documents including, but not limited to, project requirements, project scope, preliminary budget, funding requests, and advocacy materials; and
- Planning space use for leased, renovated, and expanded facilities.

Positions assigned to risk and quality compliance may be responsible for:

- Establishing health and safety requirements applicable to building occupancy, renovations, new construction, facilities maintenance, and property disposition pursuant to the Judicial Council Injury and Illness Prevention Program (IIPP);
- Reviewing requests for permits/approvals and responding to questions concerning compliance with health, safety, environmental, and/or building and fire code regulations;
- Assisting project managers and facilities maintenance staff with the identification, management, remediation, disposal, and recordkeeping of hazardous and regulated materials;
- Performing health and safety monitoring, inspection, analysis, and reporting, as assigned;
- Designing, developing, and delivering health and safety programs, as assigned; and

- Conducting investigations related to indoor air quality, industrial hygiene, job hazards, workplace safety, safety incidents, and employee accidents, as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, and three (3) years of professional experience providing analytical and technical support to facilities management. *An additional four years of professional experience in the assigned function as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Master's degree in a directly related field such as architecture, civil engineering, or construction or building management.

OR

Two years as an Associate Facilities Analyst, in the assigned field, with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Facilities Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- Valid driver's license, as assigned.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles of real property management and real estate transactions, as assigned;
- Principles and practices of institutional facility design and space planning, as assigned;
- Principles and practices of workplace safety and industrial hygiene, as assigned;
- Principles and practices of environmental assessment, hazardous waste management and disposal, as assigned;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Best practices, emerging technologies and guidelines;
- Principles and practices of conflict resolution and negotiation;
- Modern budgeting practices;
- Modern contract administration practices;
- Principles and practices of financial analysis, as assigned;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Investigating and inspecting workplace safety issues, as assigned;
- Administering real estate transactions, as assigned;
- Planning the use of facility space, as assigned;

- Providing contract administration;
- Coordinating deadlines and prioritizing competing demands;
- Monitoring and researching industry trends, solutions, and best practices;
- Providing mediation, negotiation, and conflict resolution;
- Gathering data, analyzing findings, and applying logic and reason;
- Authoring complex reports and documents;
- Compiling, sorting, and articulating issues and recommendations;
- Interpreting, monitoring, and reporting financial information and statistics;
- Exercising confidentiality;
- Developing policies and procedures, as assigned;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel to site locations and work to be performed in outdoor environments with varying light and temperature, as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*