STATE OF CALIFORNIA
Judicial Branch
Judicial Council of California

Class Code: 3291
Band/Grade/Subgrade: C51
FLSA Status: Exempt
Established: January 1, 2016
Revised: September 1, 2020

Fiscal Supervisor

JOB FAMILY DEFINITION

This classification falls within the Fiscal Analysis Job Family encompassing a range of work in which incumbents are responsible for providing analysis, oversight, and reporting for the finance, accounting, budget, revenue and collections, trust and treasury, and procurement (such as contracting) functions of the Judicial Council and on behalf of client courts. 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

This is a professional level supervisory class. Incumbents, as assigned, are responsible for providing day-to-day supervision of three or more Judicial Council staff, including a minimum of two exempt-level staff engaged in professional analytical work in finance, accounting, budget, trust, treasury, and procurement.

DISTINGUISHING CHARACTERISTICS

The Fiscal Supervisor class is distinguished from other classifications in the Fiscal Analysis Job Family in that it supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of, hiring and disciplinary decisions. An incumbent in this position exercises considerable independent judgment in establishing policies, procedures, and standards for financial activities.

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.)*

- Supervises the day-to-day activities of one or more accounting, treasury, budget, or procurement units; develops, recommends, and implements operating policies and practices; develops, recommends, and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations and administers discipline, as required.
- Ensures that the work unit is knowledgeable, and work is in compliance with changing policies, rules and laws.
- Develops, organizes, and prepares meeting content; conducts meetings.
- Prepares and delivers presentations to branch-wide senior level stakeholders.
- Provides training to internal and/or external clients in assigned area.
- Coordinates and oversees the most complex projects, studies, and business and financial initiatives.
- Researches industry standards, best practices, and emerging laws and regulations; makes recommendations and implements changes in accordance with organizational protocols.
- Represents the work unit to the organization.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*
Responsibilities across incumbents in this classification are covered in the "Examples of Essential Duties" list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific financial analysis and supervisory tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably in business, finance, accounting or directly related field, and five (5) years of professional experience in accounting, finance, budgetary analysis, or contract administration, which includes at least one (1) year of supervisory experience. *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

Juris doctor, master's of business administration or a master's degree in a directly related field for the assigned discipline such as finance, contract administration or accountancy, and two (2) year of experience as identified above, including one (1) year of previous supervisory experience.

OR

One year as a Senior Fiscal Analyst or three years as a Fiscal Analyst, in the assigned field, with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Senior Fiscal Analyst, or three years as a Fiscal Analyst, in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Principles and practices of conflict resolution;
- Business methods, principles, and practices;
- Principles and practices of modern budgeting and finance, as assigned;
- Principles, practices, and methods of fund and governmental accounting, as assigned;
- Principles and practices of procurement and contract administration and management, as assigned;
- Internal control concepts;

- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB);
- Banking and investments, as assigned.
- Organizational and statewide structure and processes for procurement, budgeting, accounting, or cash management, as assigned;
- Financial system operability as it relates to the gathering, analysis, and dissemination of information;
- Best practices, emerging laws, regulations, and guidelines;
- Basic principles and methods of financial statistical analysis;
- Advanced business mathematical concepts;
- Principles and techniques of preparing effective oral presentations and written materials;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Providing conflict resolution;
- Reviewing and/or preparing complex reports and other financial documents;
- Exercising political acumen, tact, and diplomacy;
- Researching, compiling, reviewing, analyzing, and summarizing financial information;
- Applying financial tools such as forecasting and cost/benefit analysis;
- 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 lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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 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.*