

Senior 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 advanced specialized technical and/or analytical expertise and consultation in support of capital projects, facility/land acquisition or disposition, and facility operations.

DISTINGUISHING CHARACTERISTICS

The Senior Facilities Analyst is distinguished from the Facilities Analyst in that the Senior Facilities Analyst 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 regularly handles 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 Senior 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.)*

- Oversees and/or conducts due diligence for projects and processes assigned within area of specialty.
- Participates in the selection of consultants, prepares scopes of work, and oversees and reviews consultant work product.
- Prepares technical and contract specifications.
- Represents the Judicial Council to other agencies, the general public, and consultants.
- Composes original comprehensive and complex reports, requests for proposals, memoranda, briefings, and other documents and provides technical review of documents prepared by others.
- Researches industry standards, best practices, emerging technologies and guidelines.
- Provides consultation, advice, and technical assistance regarding applicable laws, policies, rules, and regulations for programs or projects.

- 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 environmental assessment may be responsible for:

- Obtaining permits/approvals and overseeing compliance with environmental regulations;
- Identifying and implementing regulations, plans, and required permits;
- Coordinating environmental site assessments and preparing environmental analyses;
- Managing long-term compliance through programmatic development and planning;
- Assisting project managers and facilities maintenance staff with hazardous materials disposal; and
- Overseeing and managing hazardous waste recordkeeping.

Positions assigned to real estate may be responsible for:

- Coordinating large-scale, complex real property acquisition, disposition, or occupancy agreements including negotiating and drafting contracts, preparation of building and lease abstracts, ordering appraisals and studies, and overseeing the closing process and all associated due diligence;
- Participating in and managing negotiations as a primary negotiator and facilitating high-level meetings;
- 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;
- Preparing acquisition and disposition agreements, leases, licenses, and other real estate related contracts; and
- Assisting project teams with budget preparation by researching and analyzing land acquisition alternatives and projecting funding requirements.

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

- Preparing original briefing documents, memorandums, and reports on program-wide and project-level topics and policies in collaboration with court leadership for use by Judicial Council management, Judicial Council advisory committees, the Judicial Council, and the Legislature;
- Researching, developing, and drafting Project Feasibility Reports and Capital Outlay Funding Requests; preparing and submitting quarterly updates;
- Maintaining and updating Five-Year Infrastructure Plan as assigned; and
- Providing space and facilities planning to ensure efficient use of facilities for capital projects, court expansion projects, leases, renovations, and modular buildings.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, and four (4) years of professional experience in providing analytical and technical support to facilities management.

Possession of a bachelor's degree in a directly related field such as environmental science, biology, engineering, real estate, etc., may be substituted for one of the years of required experience. *An additional four years of professional experience 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, and one (1) year of experience in providing analytical and technical support to facilities management.

OR

One year as a Facilities 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 Facilities Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- Valid driver's license, as assigned.
- Positions assigned to real estate must possess a current California Real Estate Sales Associate or Broker's license.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles and practices of real estate, real estate economics, and valuation, as assigned;
- Principles and practices of institutional facility design and space planning, as assigned;
- Legal terminology and documents used in commercial real estate transactions;
- Principles and practices of environmental assessment, hazardous waste management and disposal, as assigned;
- Proper use of personal protective equipment, as assigned;
- Principles and practices of public and business administration;
- Principles and practices of program administration and management;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Best practices and emerging technologies;
- Principles and practices of conflict resolution and negotiation;
- Principles and practices of governmental accounting including budgeting and cost analysis;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Advanced real estate market analysis, as assigned;
- Reading and interpreting real estate contracts, legal descriptions, title reports, title exceptions, and escrow documents, as assigned;
- Working with state and federal environmental regulatory agencies, as assigned;
- Effectively deploying personal protective equipment, as assigned;
- Developing space and facilities plans related to new facilities, renovations, and the modernization of existing facilities, as assigned;
- Working effectively under pressure, with multiple deadlines and changing priorities;
- Reading, analyzing, evaluating, and summarizing written materials and statistical data;
- Exhibiting political acumen;
- Interpreting rules, laws, policies, and procedures, and advising others;

- Developing policies and procedures, as assigned;
- Monitoring project schedules, status, and compliance;
- Monitoring and researching industry trends, solutions, and best practices;
- Providing conflict resolution and negotiation;
- Authoring and editing complex reports and documents;
- Exercising confidentiality;
- 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.*