

# JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

## EMPLOYMENT OPPORTUNITY

**JOB TITLE: FACILITIES ANALYST**

**LOCATION: SAN FRANCISCO/SACRAMENTO**

**JOB OPENING #: 5075**

### OVERVIEW

The Judicial Council of California is accepting applications for the position of Facilities Analyst for the Facilities Services office.

The Facilities Analyst is responsible for services for the Judicial Council's comprehensive environmental, health, and safety program. The program supports the planning, construction, operations, and maintenance of court facilities. The position provides analytical, technical support, and consultation services that may include hazardous materials, environmental, industrial hygiene, health and safety, and hazardous waste, compliance. Under general direction and supervision of the Facilities Supervisor, the Facilities Analyst is responsible for planning, developing, implementing, and maintaining the various environmental, health, and safety programs necessary to: ensure a safe and healthy environment for Judicial Council staff, court staff, and court users, protect the Judicial Council against losses; and ensure that Judicial Council operations are in compliance with established laws, regulations, policies and standards.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, \$130 monthly stipend towards public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes north of downtown in Natomas.

The successful candidate will report to the San Francisco or Sacramento office.

### RESPONSIBILITIES

- Responsible for providing analytical and advanced technical support for the planning, developing, implementing, and maintaining various programs necessary to ensure a safe and healthy environment for Judicial Council staff, court staff, and court users:
  - Manage the work of consultants providing hazardous materials and/or indoor air quality and other environmental assessment investigations on an assigned basis;
  - Ensure that mandated licenses and permits are maintained in compliance with applicable law and regulations and the granting regulatory agency requirements;
  - Oversee environmental, health, and safety assessment investigations on an assigned basis;
  - Establish, coordinate, and enforce protocols for how asbestos materials and other hazardous and regulated materials shall be handled in court buildings, and educate staff;
- Responsible for providing analytical and advanced technical support with the planning, developing, implementing, and maintaining the various programs necessary to protect the Judicial Council against losses:
  - Perform risk assessments and establish recommendations for how risks can be reduced;
  - Establish safe operational procedures and task analysis that identify and take account of all relevant hazards;

- Perform work reviews to verify that protocols are being followed and work is being performed in a safe manner;
- Conduct post-accident investigation and analysis for the purposes of developing lessons learned to avoid future loss.
- Responsible for providing analytical and advanced technical support with the planning, developing, implementing, and maintaining the various programs necessary to ensure that Judicial Council operations are in compliance with established policies and standards, and applicable environmental, health and safety rules, regulations, and laws:
  - Advise on a range of specialist areas, e.g. safety regulations, hazardous substances, noise, soil and groundwater contamination, air quality, and occupational diseases;
  - Produce or assist in producing management reports, educational materials and newsletters and bulletins;
  - Assist in preparing health and safety strategies and developing internal policy necessary to ensure the Judicial Council's comprehensive environmental, health and safety program.
- Maintain a liaison with State and Federal regulatory personnel to ensure compliance with current legislation and regulations, and recognized standards of best practices:

### **MINIMUM QUALIFICATIONS**

Bachelor's degree and three (3) years of professional, exempt-level experience providing analytical and technical support to facilities management. Additional directly related experience and/or education may be substituted on a year-for-year basis.

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. – Valid certification is required for positions identified as Certified Industrial Hygienist (CIH), or Certified Safety Professional (CSP).

### **OTHER**

Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

### **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **October 14, 2019**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application go to job opening #5075 at <https://www.courts.ca.gov/careers.htm>

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf 415-865-4272.

### **PAYMENT & BENEFITS**

\$6,389.00 - \$9,583 per month  
(Starting Salary: \$6,389 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave

- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Judicial Council of California Is an Equal Opportunity Employer.**

### **Supplemental Questions**

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. Describe your experience coordinating projects or programs. Please include the size of the project or program and your role in relation to the project or program.
2. Briefly describe the types of analytical projects you have worked on, your role in these projects, and for which employer(s) you performed this work.