

GRAND JURY ADMINISTRATIVE ANALYST

DEFINITION

Under direction, performs wide-ranging administrative coordination and oversight work in support of San Francisco City and County Civil and Indictment Grand Juries; conducts complex, in-depth research, analytical assignments and special studies related to Grand Jury operations; serves as liaison between the Court, City and County, the public and the Grand Jurors; provides subject matter expertise regarding the Grand Jury in furtherance of the proper implementation of rules and regulations related to Grand Juries; conducts related recruitment, training efforts; and other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position, analytical classification that receives direction from, and works closely with, the Court Manager of the Court's Jury Office. Assignments are broad in scope and allow for a moderate degree of administrative discretion in their execution.

This class is distinguished from the related but separate Administrative Analyst class series in that incumbents perform a more specialized scope of analytical and administrative assignments specific to Grand Juries. Incumbents in this classification are expected to be able to perform independently. Positions may be permanently allocated to this level and temporarily downgraded for recruitment and training purposes.

REPORTS TO

The Court Manager over the Court's Jury Office; or other appropriate management staff.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification, although some responsibilities such as for providing lead direction, coordination, or training for other staff may be required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs a variety of highly responsible, complex administrative and analytical assignments related to the Civil Grand Jury and Indictment Grand Jury including, but not limited to, the following examples:

- Understands and implements applicable statutes, rules, and procedures; interprets various provisions of the Penal and Government Codes as related to the Grand Juries. Coordinates activities with City Attorney's Office as needed.

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- Provides administrative, clerical, and technical support to the Grand Juries; maintains related filing systems, documents, tracking spreadsheets, matrices, and handbooks.
- Serves as liaison to the public for both the Civil and Indictment Grand Juries; receives and routes inquiries received via phone, Web site, and walk-in; and responds to inquiries as appropriate.
- Serves as liaison between the Court and the City Attorney's Office, the California Grand Juror's Association, and the San Francisco Chapter of the Grand Juror's Association.
- Other tasks as assigned.

Civil Grand Jury

- Conducts recruitment activities for the selection, and training of the Civil Grand Jury.
- Develops and documents policies and procedures for administrative support of the sitting Jury, including, but not limited to, processing expense claims from jurors; procuring supplies; facilitating negotiation of contracts for professional services; serving as liaison between City Agencies, the City Attorney, the Board of Supervisors, the public, and the Civil Grand Jury; and provides other administrative support services as requested by the Foreperson.
- Maintains policies and procedures in the Civil Grand Jury Handbook, including annual update and distribution.
- Serves as staff to the Civil Grand Jury Committee; develops and implements the annual recruitment plan, including coordinating speaking engagements for judges; and serves as liaison between the Foreperson and the Committee Chair as circumstances arise, such as investigating cases of juror misconduct.
- Develops and delivers training for each incoming Grand Jury; coordinates activities of the California Grand Juror's Association and San Francisco Chapter of the Grand Juror's Association as related to training and support; contracts for project management training through the City's Department of Human Resources; and coordinates the annual Hetch Hetchy visit for the sitting Civil Grand Jury.
- Develops and implements fiscal policies related to juror expense claims, procurement, and contracting; ensures that policies are consistent with statute and applicable local procedures; tracks and enters attendance in to the jury management system for payment. Monitors Civil Grand Jury budget. Coordinates and carries out procurement and contracting activities. Coordinates processes for Civil Grand Jurors to submit Form 700 Economic Interest Statements three times during each term.
- Provides advice to the Civil Grand Jury on administrative matters.
- Issues Civil Grand Jury reports at the direction of the Foreperson; receives responses to reports on behalf of the Presiding Judge; initiates and maintains response matrices for City Services Auditor of the Controller's Office and for the Board of Supervisors; and attends Board hearings on reports.
- Maintains Civil Grand Jury Web site, including posting of reports and required responses; posts videos of Board of Supervisors hearings; formats the annual Grand Jury Gazette.
- Maintains Civil Grand Jury files.

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Indictment Grand Jury

- Carries out selection process for the Indictment Grand Jury; empanels an Indictment Grand Jury when required.
- Prepares selection materials and talking points for Presiding Judge.
- Serves as liaison to the District Attorney's Office with regard to Indictment Grand Jury.
- Tracks and enters attendance information into the jury management system for payment; monitors issuance of checks and initiates lost check processes as needed.
- Updates Indictment Grand Jury Handbook as necessary, with input from the District Attorney's Office.
- Maintains Indictment Grand Jury files.

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 computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with judicial officers, executive management staff, other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The functions and operations of the San Francisco Superior Court.
- The laws, regulations, legislation, operations, rules, policies, and procedures of the Court and those that govern the Grand Jury, jury selection and management.
- Research and information gathering techniques.
- Project management and coordination.
- Strategic planning methods and processes.
- Facility and space planning.

Ability to:

- Plan, organize, and coordinate various administrative functions of an assigned area of Superior Court operations.
- Perform a wide variety of analytical work and administrative assignments; recommend solutions consistent with rules and regulations.
- Organize and effectively present ideas and recommendations.
- Oversee, coordinate, and execute project to their conclusion.

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- Organize statistical and narrative information in a clear, concise manner.
- Interpret State, Federal, and local laws, codes, and regulations regarding the area of assignment.
- Gather, maintain, and analyze a variety of information regarding division or unit operations and functions.
- Communicate effectively in writing; prepare comprehensive and effective written work including, memoranda, correspondence, and reports.
- Organize and present data and information coherently and effectively.
- Operate a computer and use appropriate software in the performance of administrative and analytical work.
- Develop, administer, and monitor budgets.
- Perform clerical work requiring attention to detail.
- Effectively represent the Superior Court and an assigned unit with the public, other Court staff, and other government agencies.
- Work as a member of a team, follow directions of supervisor, and adhere to assigned work schedule.
- Establish and maintain professional, cooperative relationships with internal and external customers.
- Navigate politically charged situations.
- Maintain confidential information as required by legal or ethical standards.

Training and 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:

Three years of progressively responsible professional analytical work experience, preferably in a governmental setting, performing work duties requiring an in-depth understanding and application of administrative laws and regulations.

Experience with high touch professional coordination work is desirable.

Special Requirements:

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice.