



Superior Court of the State of California  
County of Kings  
1640 Kings County Drive, Hanford, CA 93230  
(559) 582-1010 Extension 6021

## **Job Announcement**

# **COMPLIANCE ANALYST**

***Starting Salary: \$71,443***

### **JOB OPPORTUNITY**

The Superior Court of California, County of Kings, has one full-time opening for a Compliance Analyst; this is established as an exempt, "at-will" position.

### **POSITION SUMMARY**

The selected incumbent will provide overall process and procedural compliance oversight for all aspects of Court Operations, including; planning, developing, and coordinating operational training programs for court employees.

### **ESSENTIAL DUTIES include, but not limited to:**

- Maintains legal and regulatory compliance by conducting research and communicating requirements to ensure compliance with applicable regulations.
- Monitors functional court processes and case management systems to ensure compliance with current laws, regulations, and rules of court.
- Assists in the development of improved court practices through research and analysis; utilizes data to recommend training for improvements in quality control and compliance as appropriate and needed.
- Coordinates compliance and quality control measures with court operations management, IT management and staff, executive and administrative management and staff to maintain compliance goals.
- Develops, maintains and provides documentation of quality control measures and compliance protocols for reference and review on demand.
- Actively plans, organizes, and manages difficult and complex analysis with data collected from operations processes and procedures, and other tasks related to all operational functions of the court, utilizing data from the court's case management system database.
- Prepares reports and a variety of correspondence information for the bench, executive management, the Judicial Council, county agencies and other interested parties.
- Assists with keeping court staff informed of complex and changing federal and state laws, rules of court, and administrative regulations affecting current court processes.
- Collaborates with courts, agencies, civic and community organizations, professionals, consultants, and committees and staff on a variety of operational issues.

- Provides process and procedural corrective recommendations to maintain compliance and quality control for court operations where deficiencies are detected through analytical review and reporting.
- Assists with planning and organizing staff training and development, programs.
- Keeps up to date with legislation and mandates that impact court business, services and functions; includes pertinent information in training provided to court staff.
- Assists with the preparation of studies, projects, and reports pertaining to the court's training programs and needs.
- Provides input and direction for the development of training curricula and materials.
- Provides input regarding training results and recommends revisions where appropriate to increase the effectiveness of training programs.
- Attends staff and other work-related meetings, workshops, seminars, and other continuing education opportunities.
- Attends a variety of meetings and prepares presentations regarding compliance and improvements to court operations.
- Serves as a representative of the Court, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the Court community and with the public.

### **MINIMUM QUALIFICATIONS**

#### **Education / Experience:**

The following combinations of education and experience that likely provide the required knowledge, skills, and abilities are qualifying. Qualifying court division management experience can be substituted for the education requirements.

Typical ways to obtain the knowledge, skills, and abilities would be:

•Equivalent to BA or BS with major coursework in Public or Business Administration, Court Administration or closely related field AND three years of progressively responsible experience in court operations management or court managerial level analyst work with extensive collaborative communications or teamwork, preferably with knowledge of all areas of case management

Or

•Equivalent to the completion of twelfth grade AND five years of experience in court operations with at least three years of court lead work or management experience, with extensive collaborative communications or teamwork, with knowledge of all areas of case management

### **SPECIAL REQUIREMENTS**

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, pre-employment drug screen. Ability to use office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and training(s).

### **EMPLOYEE BENEFITS**

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental, and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The Court makes considerable contributions to health and retirement benefits on behalf of the employees.

### **The Court also provides paid time-off:**

- Paid Holidays – Full-time employees receive 14 paid holidays
- Paid Annual Leave – Full-time employees initially accrue 22.5 days per year, accruals increase based on years of service.

**Health Insurance:** The Court offers three levels of medical coverage for employees to elect. The Court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive Court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of Court-sponsored medical insurance.

**Life Insurance:** The Court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the Court-paid \$40,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

**Retirement:** The Court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

**Deferred Compensation:** The Court offers employees the ability to participate in 457 deferred-compensation plan.

**Employee Assistance Program (EAP):** The Court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

### **CLOSING DATE:**

Sunday, July 21, 2024, at 5:00 pm

### **REQUIRED APPLICATION MATERIALS:**

- Letter of Interest
- Resume
- Court Application

A resume sent without the additional required application materials will not be reviewed.

Application materials must be submitted as a **single e-mail attachment in PDF format** to court email: **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California  
County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 6021

The Court Application is available on our website: [Employment | Superior Court of California | County of Kings](#)

**EOE/AA Employer**

*[This is not an offer of employment by the County of Kings or State of California]*