

# ADMINISTRATIVE OFFICE OF THE COURTS

## QUESTIONS AND ANSWERS

### RFP# HR-0908-RB Administrative Office of the Courts Job Analysis, Classification and Compensation Study

November 18, 2008

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#### Cover Sheet:

1. What is the proposal due date and time? The cover sheet indicates Wednesday, November 24, 2008. November 24th is a Monday; Wednesday is November 26th.

Answer: The revised due date is Monday, November 24, 2008 at 3:00 p.m.

#### Section 2.0:

2. a. How many total employees are at the AOC?

Answer: Approximately 890

- b. How many are covered by the Classification and Compensation study?

Answer: All

- c. By the FLSA Study?

Answer: Approximately 360

3. a. How many total jobs are at the AOC?

Answer: There are 890 positions within 201 classifications

- b. How many are covered by the Classification and Compensation study?

Answer: 201 classifications

- c. By the FLSA Study?

Answer: 63 classifications with approximately 360 incumbents

4. a. How many total classifications does the AOC have?

Answer: 201 classifications

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b. How many are covered by the Classification and Compensation study?

Answer: All

c. By the FLSA Study?

Answer: 63 classifications

5. How many of the total AOC employees are now categorized as "exempt" under the FLSA? Are all of these employees in the study?

Answer: Approximately 596 employees are categorized as "exempt" under FLSA, with approximately 360 to be included in the FLSA review

6. How many of the total AOC employees are now categorized as "nonexempt" under the FLSA? Are all of these employees in the study?

Answer: Approximately 294, none of which are in the FLSA review

**Section 2.0 (and Section 5.2.5)**

7. Is the consultant expected to draft classification specifications for only those new classes that it recommends?

Answer: The consultant is expected to draft classification specifications for newly recommended classifications and those which are affected by the outcome of the FLSA review

8. Is the consultant expected to draft classification specifications for any or all revised classifications based on the classification review?

Answer: Yes

9. Is the consultant expected to draft classification specifications for any or all revised classifications based on the FLSA Study?

Answer: Yes

**Section 3.0:**

10. a. Does the study include any review and analysis of California Wage and Hour Law?

Answer: No

b. Is the consultant expected to make determinations for exemption from overtime of California Wage and Hour Law?

Answer: No

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**The following questions 11 and 12 are in regards to Paragraph 5.2.4 Perform job analysis on selected positions and survey the applicable employees and their managers/supervisors to determine if their FLSA designations and classifications are correct. The consultant is expected to provide written documentation to support a legally compliant designation.**

11. Have specific job titles been selected for the FLSA review?

Answer: There are 63 job classes with approximately 360 incumbents that have been identified for the study.

12. The RFP states up to 360 positions in 63 job classifications. Does this mean 360 employees in 63 different job titles?

Answer: No. It means that there are 360 incumbents in 63 distinct classes. Please see response in #14.

**The following questions 13 thru 17 are in regards to Paragraph (5.2.8) Conduct a comprehensive compensation review of all AOC classifications, using current published surveys and other data collection methods to be described by the consultant.**

13. How many unique job classifications currently exist at the AOC?

Answer: 201

14. Is a job classification equivalent to a single job title?

Answer: Actual duties and responsibilities in a single class can vary from position to position.

15. What published compensation surveys does the AOC participate in?

Answer: Radford, Watson Wyatt, Mercer and Altman Weil

16. How many benchmark jobs does the AOC price on an annual basis?

Answer: Approximately 100

17. Is the AOC willing to provide the consultant with access to current survey data?

Answer: AOC has access to some published salary surveys and will provide access to data as needed.

**The following questions 18 and 19 are in regards to Section 2., Paragraph (3) The consultant will review the current classification and compensation structure in the entire AOC for appropriate alignment with business needs and recommend classification strategies. This may include the drafting of specifications for new classifications.**

18. How many new classifications do you anticipate for which specification drafting will be necessary (a range would be satisfactory - 1 --10? 10 - 25?).

Answer: Approximate 1-10

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19. In order to assist in the response can you provide the following:

a. Can you provide a sample of the AOC classification system?

Answer: See the file entitled "AOC Salary Listing 07-07 (2).pdf." posted with this Question and Answer Document

b. Can you provide a sample of the AOC compensation structure?

Answer: See the file entitled "AOC Salary Listing 07-07 (2).pdf." attached to this Question and Answer Document

c. Can you provide a sample of current a specification?

Answer: See the following documents attached to this Question and Answer document:  
HUMAN RESOURCES ANALYST.pdf  
SENIOR HUMAN RESOURCES ANALYST.pdf  
SUPERVISING HUMAN RESOURCES ANALYST.pdf

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20. Please confirm that your use of the term "positions" refers to actual people and the term "job classifications" refers to specific job titles and levels. Thus, the number of incumbents included in the FLSA review is 360 and the total number of incumbents at AOC is 890.

Answer: Correct

21. There are 63 classifications included in the FLSA review. Does this include levels (so, for example, is an Accountant with 3 levels considered 3 job classifications or one by the AOC)?

Answer: Each level has its own classification. Please refer to the PDF files that refer to Question 19C.

22. How many TOTAL classifications are included in the review of the current classification structure and compensation plan (and are we correct to assume that the 63 classifications to be included in the FLSA review are a subset of this TOTAL number)?

Answer: 201 total classifications, with a subset of 63 classifications to be included in the FLSA review

23. a. Does the AOC have a specific data collection methodology in mind for the "job analysis" and job "survey" work, or is it looking to the consultant to recommend one?

Answer: AOC would like proposers to recommend an approach.

b. Does the AOC prefer to collect position content questionnaires (from employees, managers, or both), conduct individual interviews (of employees, managers, or both) or a combination of both questionnaires and interviews?

Answer: AOC would like a combination of both questionnaires and interviews.

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24. a. How (if at all) will the consultant be expected to work with the Office of General Counsel for the AOC?

**Answer:** OGC will be available if needed, but Human Resources Staff will be the primary contact and will work with the consultant directly.

- b. Does the AOC anticipate that outside counsel will be involved at all in reviewing or recommending FLSA designations?

**Answer:** No

25. Who from the AOC will need to be involved in any meetings and approvals before a final report is issued?

**Answer:** Human Resources Staff, Office of General Counsel and Executive Management Team

26. Does the AOC have current job descriptions and/or current job classification level descriptors for some or all job classifications? Please respond with detail on number of job classifications out of total number of job classifications that have current job descriptions and/or current job level descriptors.

**Answer:** AOC has level descriptors for all classifications and some job descriptions for specific positions.

27. Does the AOC have current detailed organization charts that the consultant would have access to?

**Answer:** Yes

28. a. What competitive pay surveys does AOC have access to? and will the AOC provide the consultant with access to those surveys for the competitive pay analysis?

**Answer:** Radford, Watson Wyatt, Mercer and Altman Weil

- b. Will the AOC provide the consultant with access to those surveys for the competitive pay analysis?

**Answer:** See response to question 17.

29. Does AOC want the competitive pay data to be analyzed on a region-specific basis (i.e., central, southern, northern region of California) or on some other basis? Please indicate preferred approach.

**Answer:** AOC would like competitive pay data to be analyzed using San Francisco Bay Area data.

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30. How many supervisors supervise the 890 positions making up the exemption-status review?

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**Answer:** FLSA exempt status review is only for approximately 360 positions, with approximately 94 supervisors in the entire AOC.

31. a. Is the AOC really interested in reviewing all 890 positions, or focusing primarily on those positions which wouldn't typically be classified as "clearly exempt" or "clearly non-exempt"?

**Answer:** See response to question 30.

- b. If the answer to the above question is yes, how many of the 890 positions wouldn't typically be classified as "clearly exempt" or "clearly non-exempt"?

**Answer:** See response to question 30.

- c. Mention is made of 360 positions in 63 job classifications; does this comprise the reduced set of positions?

**Answer:** 360 is the number of incumbents who are in the 63 classifications included in the FLSA review

32. How many supervisors supervise those positions?

**Answer:** See question 30

33. Is the AOC interested in only an FLSA exemption status classification review, or a California Wage and Hour Law exemption status classification review as well?

**Answer:** FLSA only

34. Please describe the current classification system described in 2.0 (3).

**Answer:** By reviewing all of the following PDF files, which are posted along with this Question and Answer document, the proposer should get an overall understanding of the class structure.

A&B - AOC Salary Listing 07-07 (2).pdf  
HUMAN RESOURCES ANALYST.pdf  
SENIOR HUMAN RESOURCES ANALYST.pdf  
SUPERVISING HUMAN RESOURCES ANALYST.pdf

35. Also, please describe the current compensation system described in 2.0 (3).

**Answer:** See attachments to this Question and Answer document.

36. If possible, please describe the expectations around the review of both the classification system and the compensation structure, including the type and form of deliverables.

**Answer:** To review and further clarify classifications in use and propose changes and additional classifications as needed. To review current compensation structure for internal equity and external competitiveness and to recommend changes to compensation structure based on results of FLSA review.

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37. Has the AOC identified a budget for this work, and if so what is it?

Answer: As part of the competitive bid process, the AOC would like to know the proposers' costs of a project of this scope and size.

38. In what timeframe is the work to be completed, given a January 12, 2009 start date?

Answer: One year.

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39. The following documents are attached hereto:

A&B - AOC Salary Listing 07-07 (2).pdf (6 pages)  
HUMAN RESOURCES ANALYST.pdf (3 Pages)  
SENIOR HUMAN RESOURCES ANALYST.pdf (3 pages)  
SUPERVISING HUMAN RESOURCES ANALYST.pdf (3 Pages)

*[END OF QUESTIONS AND ANSWERS]*

**STATE OF CALIFORNIA - JUDICIAL COUNCIL OF CALIFORNIA  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

**Monthly Salary Listing  
Effective July 1, 2007 (Last Revised 11-1-2008)**

Class Code	Class Description	Region 1		Region 2		Region 3		FLSA
		Min	Max	Min	Max	Min	Max	
3623	<a href="#">Construction Inspector</a>	\$6,317	\$7,677	\$6,474	\$7,866	\$6,661	\$8,094	E
3702	<a href="#">Construction Manager</a>	\$10,367	\$12,831	\$10,626	\$13,146	\$10,937	\$13,528	E
3530	<a href="#">Contract Specialist</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3695	<a href="#">Cost Estimator</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3313	<a href="#">Court Services Analyst</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3280	<a href="#">Database Administrator</a>	\$5,938	\$7,577	\$6,085	\$7,764	\$6,261	\$7,989	E
3571	<a href="#">Deputy Administrative Director of Court</a>	-	-	-	-	\$11,557	\$14,046	E
3838	<a href="#">Design &amp; Construction Project Manager I</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3840	<a href="#">Design &amp; Construction Project Manager II</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3853	<a href="#">Design &amp; Construction Project Manager III</a>	\$7,281	\$8,848	\$7,459	\$9,066	\$7,675	\$9,327	E
3456	<a href="#">Director's Intern - A</a>	\$2,356	\$2,598	\$2,414	\$2,662	\$2,485	\$2,739	N
3457	<a href="#">Director's Intern - B</a>	\$3,724	\$4,105	\$3,818	\$4,206	\$3,927	\$4,328	N
3458	<a href="#">Director's Intern - C</a>	\$4,101	\$4,521	\$4,201	\$4,633	\$4,322	\$4,766	N
3670	<a href="#">District Facility Operations &amp; Maintenance Supervisor</a>	\$7,421	\$9,021	\$7,604	\$9,242	\$7,823	\$9,510	E
3197	<a href="#">Division Director</a>	-	-	-	-	\$11,007	\$14,950	E
3342	<a href="#">Editor I</a>	\$4,069	\$4,948	\$4,170	\$5,071	\$4,290	\$5,217	N
3343	<a href="#">Editor II</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3347	<a href="#">Education Specialist I</a>	\$4,913	\$5,971	\$5,034	\$6,118	\$5,177	\$6,296	E
3348	<a href="#">Education Specialist II</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3827	<a href="#">Enterprise Technology Architect</a>	\$6,352	\$9,538	\$6,511	\$9,776	\$6,701	\$10,062	E
3689	<a href="#">Environmental Analyst</a>	\$7,281	\$8,848	\$7,459	\$9,066	\$7,675	\$9,327	E
3653	<a href="#">Executive Office Liaison I</a>	\$6,234	\$7,578	\$6,388	\$7,765	\$6,572	\$7,988	E
3654	<a href="#">Executive Office Liaison II</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3655	<a href="#">Executive Office Liaison III</a>	\$8,164	\$12,091	\$8,365	\$12,387	\$8,606	\$12,744	E
3305	<a href="#">Executive Secretary</a>	\$4,810	\$5,848	\$4,929	\$5,993	\$5,072	\$6,166	N
3677	<a href="#">Executive Secretary to Chief Deputy Director</a>	\$5,208	\$6,364	\$5,341	\$6,523	\$5,499	\$6,718	N
3365	<a href="#">Executive Secretary to the Administrative Director</a>	\$5,208	\$6,364	\$5,341	\$6,523	\$5,499	\$6,718	N
3602	<a href="#">Facilities Management Specialist</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	N
3337	<a href="#">Facilities Planner</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3857	<a href="#">Federal Court Consultant</a>	\$0	\$18,667	-	-	-	-	Other
3814	<a href="#">General Counsel/Division Director</a>	-	-	-	-	\$11,557	\$15,122	E
3316	<a href="#">Government Affairs Analyst</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3235	<a href="#">Graduate Legal Assistant</a>	\$3,806	\$4,198	\$3,900	\$4,301	\$4,013	\$4,427	N
3580	<a href="#">Graduate Student Assistant</a>	\$2,639	\$3,206	\$2,704	\$3,284	\$2,782	\$3,380	N
3222	<a href="#">Graphic Designer</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3758	<a href="#">Health and Safety Analyst</a>	\$6,317	\$7,677	\$6,474	\$7,866	\$6,661	\$8,094	E
3319	<a href="#">Human Resources Analyst</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E

*Although region 1, 2 and 3 salary ranges are shown for most classes, all regions do not apply to every class.*



**STATE OF CALIFORNIA - JUDICIAL COUNCIL OF CALIFORNIA  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

**Monthly Salary Listing  
Effective July 1, 2007 (Last Revised 11-1-2008)**

Class Code	Class Description	Region 1		Region 2		Region 3		FLSA
		Min	Max	Min	Max	Min	Max	
3469	<a href="#">Information Systems Manager</a>	\$8,164	\$12,091	\$8,365	\$12,387	\$8,606	\$12,744	E
3787	<a href="#">Internal Auditor I</a>	\$4,913	\$6,270	\$5,034	\$6,424	\$5,177	\$6,610	E
3789	<a href="#">Internal Auditor II</a>	\$5,406	\$6,899	\$5,538	\$7,068	\$5,698	\$7,271	E
3620	<a href="#">Inventory Controller</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3450	<a href="#">Judicial Administrative Librarian</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3818	<a href="#">Labor and Employee Relations Officer</a>	\$7,516	\$10,031	\$7,702	\$10,278	\$7,925	\$10,575	E
3732	<a href="#">Labor Relations Negotiator</a>	\$6,378	\$7,780	\$6,535	\$7,975	\$6,722	\$8,208	E
3616	<a href="#">Lead Management and Program Analyst</a>	\$6,234	\$7,578	\$6,388	\$7,765	\$6,572	\$7,988	E
3452	<a href="#">Library Technician I</a>	\$2,718	\$3,302	\$2,785	\$3,383	\$2,866	\$3,480	N
3454	<a href="#">Library Technician II</a>	\$2,989	\$3,633	\$3,063	\$3,723	\$3,151	\$3,830	N
3685	<a href="#">Linguistics Analyst</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3105	<a href="#">Management and Program Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3201	<a href="#">Manager</a>	\$8,164	\$12,091	\$8,365	\$12,387	\$8,606	\$12,744	E
3205	<a href="#">Managing Attorney</a>	\$10,367	\$12,831	\$10,626	\$13,146	\$10,937	\$13,528	E
3688	<a href="#">Mechanical, Electrical, Plumbing (MEP) Engineer</a>	\$7,281	\$8,848	\$7,459	\$9,066	\$7,675	\$9,327	E
3618	<a href="#">Media Production Specialist</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3615	<a href="#">Meeting and Conference Services Supervisor</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3737	<a href="#">O&amp;M Customer Support Representative I</a>	\$4,069	\$4,948	\$4,170	\$5,071	\$4,290	\$5,217	N
3738	<a href="#">O&amp;M Customer Support Representative II</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3739	<a href="#">O&amp;M Customer Support Supervisor</a>	\$5,665	\$6,885	\$5,806	\$7,055	\$5,973	\$7,259	E
3282	<a href="#">Office Assistant I</a>	\$2,340	\$2,845	\$2,397	\$2,915	\$2,467	\$2,999	N
3283	<a href="#">Office Assistant II</a>	\$2,574	\$3,127	\$2,636	\$3,205	\$2,713	\$3,297	N
3284	<a href="#">Office Technician I</a>	\$2,628	\$3,196	\$2,694	\$3,275	\$2,771	\$3,369	N
3286	<a href="#">Office Technician II</a>	\$2,891	\$3,514	\$2,961	\$3,599	\$3,047	\$3,704	N
3592	<a href="#">Pay and Benefits Specialist I</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3596	<a href="#">Pay and Benefits Specialist II</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	N
3703	<a href="#">Portfolio Administration Analyst</a>	\$5,665	\$6,885	\$5,806	\$7,055	\$5,973	\$7,259	E
3741	<a href="#">Principal Architect</a>	\$8,686	\$10,557	\$8,899	\$10,816	\$9,155	\$11,128	E
3704	<a href="#">Procurement Specialist</a>	\$4,069	\$4,948	\$4,170	\$5,071	\$4,290	\$5,217	N
3591	<a href="#">Production &amp; Mail Services Supervisor</a>	\$4,810	\$5,848	\$4,929	\$5,993	\$5,072	\$6,166	E
3220	<a href="#">Production Artist I</a>	\$3,701	\$4,499	\$3,793	\$4,611	\$3,902	\$4,743	N
3221	<a href="#">Production Artist II</a>	\$4,069	\$4,948	\$4,170	\$5,071	\$4,290	\$5,217	N
3708	<a href="#">Project Architect - Project Manager</a>	\$7,281	\$8,848	\$7,459	\$9,066	\$7,675	\$9,327	E
3585	<a href="#">Public Information Officer</a>	\$8,164	\$10,810	\$8,365	\$11,076	\$8,606	\$11,395	E
3682	<a href="#">Real Estate Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3435	<a href="#">Receptionist I</a>	\$2,747	\$3,340	\$2,815	\$3,423	\$2,897	\$3,522	N
3288	<a href="#">Receptionist II</a>	\$3,024	\$3,675	\$3,098	\$3,766	\$3,188	\$3,874	N

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Class Code	Class Description	Region 1		Region 2		Region 3		FLSA
		Min	Max	Min	Max	Min	Max	
3227	<a href="#">Records Management Supervisor</a>	\$4,156	\$5,051	\$4,259	\$5,175	\$4,381	\$5,325	N
3225	<a href="#">Records Technician I</a>	\$2,628	\$3,196	\$2,694	\$3,275	\$2,771	\$3,369	N
3226	<a href="#">Records Technician II</a>	\$2,891	\$3,514	\$2,961	\$3,599	\$3,047	\$3,704	N
3590	<a href="#">Regional Administrative Director</a>	-	-	-	-	\$12,655	\$16,559	E
3632	<a href="#">Regional Court Interpreter Coordinator</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	N
3676	<a href="#">Regional Manager of Facility Operations</a>	\$8,164	\$9,923	\$8,365	\$10,167	\$8,606	\$10,460	E
3325	<a href="#">Research Analyst</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3463	<a href="#">Research Attorney - A</a>	\$4,907	\$4,907	\$5,029	\$5,029	\$5,174	\$5,174	E
3464	<a href="#">Research Attorney - B</a>	\$4,926	\$5,677	\$5,048	\$5,816	\$5,193	\$5,985	E
3292	<a href="#">Secretary I</a>	\$3,164	\$3,845	\$3,242	\$3,940	\$3,335	\$4,053	N
3293	<a href="#">Secretary II</a>	\$3,477	\$4,227	\$3,564	\$4,332	\$3,666	\$4,457	N
3760	<a href="#">Security Analyst</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3363	<a href="#">Security Coordinator</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	E
3334	<a href="#">Senior Accountant</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3606	<a href="#">Senior Accounting Technician</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3218	<a href="#">Senior Administrative Coordinator</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	N
3475	<a href="#">Senior Application Development Analyst</a>	\$6,729	\$10,105	\$6,896	\$10,356	\$7,094	\$10,653	E
3239	<a href="#">Senior Attorney</a>	\$8,508	\$11,355	\$8,717	\$11,635	\$8,969	\$11,970	E
3666	<a href="#">Senior AV/Video Systems Technical Analyst</a>	\$6,516	\$7,919	\$6,677	\$8,115	\$6,870	\$8,350	E
3246	<a href="#">Senior AV/Video Technician</a>	\$3,977	\$4,834	\$4,074	\$4,953	\$4,193	\$5,097	N
3311	<a href="#">Senior Budget Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3771	<a href="#">Senior Business Applications Analyst</a>	\$6,516	\$8,315	\$6,677	\$8,520	\$6,870	\$8,767	E
3473	<a href="#">Senior Business Systems Analyst</a>	\$6,516	\$8,315	\$6,677	\$8,520	\$6,870	\$8,767	E
3341	<a href="#">Senior Communications Specialist</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3624	<a href="#">Senior Construction Inspector</a>	\$6,949	\$8,446	\$7,120	\$8,653	\$7,325	\$8,902	E
3586	<a href="#">Senior Contract Specialist</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3696	<a href="#">Senior Cost Estimator</a>	\$7,281	\$8,848	\$7,459	\$9,066	\$7,675	\$9,327	E
3314	<a href="#">Senior Court Services Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3854	<a href="#">Senior Design &amp; Construction Project Manager</a>	\$8,686	\$10,557	\$8,899	\$10,816	\$9,155	\$11,128	E
3344	<a href="#">Senior Editor</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	N
3360	<a href="#">Senior Education Specialist</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3717	<a href="#">Senior Emergency Response &amp; Planning Manager</a>	\$10,367	\$12,831	\$10,626	\$13,146	\$10,937	\$13,528	E
3828	<a href="#">Senior Enterprise Technology Architect</a>	\$6,987	\$10,492	\$7,161	\$10,755	\$7,371	\$11,069	E
3338	<a href="#">Senior Facilities Planner</a>	\$6,532	\$7,939	\$6,693	\$8,133	\$6,885	\$8,368	E
3621	<a href="#">Senior Facilities Risk Manager</a>	\$10,367	\$12,831	\$10,626	\$13,146	\$10,937	\$13,528	E
3317	<a href="#">Senior Government Affairs Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3837	<a href="#">Senior Graphic Designer</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	N

*Although region 1, 2 and 3 salary ranges are shown for most classes, all regions do not apply to every class.*

**STATE OF CALIFORNIA - JUDICIAL COUNCIL OF CALIFORNIA  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

**Monthly Salary Listing  
Effective July 1, 2007 (Last Revised 11-1-2008)**

Class Code	Class Description	Region 1		Region 2		Region 3		FLSA
		Min	Max	Min	Max	Min	Max	
3320	<a href="#">Senior Human Resource Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3588	<a href="#">Senior Internal Auditor</a>	\$5,938	\$7,577	\$6,085	\$7,764	\$6,261	\$7,989	E
3820	<a href="#">Senior Labor and Employee Relations Officer</a>	\$8,508	\$11,355	\$8,717	\$11,635	\$8,969	\$11,970	E
3859	<a href="#">Senior Labor Relations Negotiator</a>	\$6,842	\$9,100	\$7,013	\$9,328	\$7,218	\$9,601	E
3604	<a href="#">Senior Manager</a>	\$10,367	\$12,831	\$10,626	\$13,146	\$10,937	\$13,528	E
3573	<a href="#">Senior Media Production Specialist</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3597	<a href="#">Senior Pay and Benefits Specialist</a>	\$5,406	\$6,570	\$5,538	\$6,731	\$5,698	\$6,925	N
3720	<a href="#">Senior Procurement Specialist</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3823	<a href="#">Senior Production Artist</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3709	<a href="#">Senior Project Architect - Senior Project Manager</a>	\$8,686	\$10,557	\$8,899	\$10,816	\$9,155	\$11,128	E
3683	<a href="#">Senior Real Estate Analyst</a>	\$6,532	\$7,939	\$6,693	\$8,133	\$6,885	\$8,368	E
3326	<a href="#">Senior Research Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3764	<a href="#">Senior Security Analyst</a>	\$5,938	\$7,216	\$6,085	\$7,394	\$6,261	\$7,608	E
3364	<a href="#">Senior Security Coordinator</a>	\$5,944	\$7,226	\$6,090	\$7,402	\$6,267	\$7,616	E
3270	<a href="#">Senior Systems Administrator</a>	\$4,923	\$6,284	\$5,044	\$6,440	\$5,190	\$6,624	N
3276	<a href="#">Senior Technical Analyst</a>	\$6,516	\$8,315	\$6,677	\$8,520	\$6,870	\$8,767	E
3490	<a href="#">Senior Web Analyst</a>	\$6,516	\$8,315	\$6,677	\$8,520	\$6,870	\$8,767	E
3581	<a href="#">Special Consultant</a>	\$0	\$16,157	\$0	\$16,556	\$0	\$17,034	Other
3716	<a href="#">Specifications Specialist</a>	\$8,164	\$9,923	\$8,365	\$10,167	\$8,606	\$10,460	E
3612	<a href="#">Staff Accountant</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	E
3306	<a href="#">Staff Analyst I</a>	\$4,069	\$4,948	\$4,170	\$5,071	\$4,290	\$5,217	N
3309	<a href="#">Staff Analyst II</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3577	<a href="#">Student Assistant</a>	\$2,356	\$2,598	\$2,414	\$2,662	\$2,485	\$2,739	N
3335	<a href="#">Supervising Accountant</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3367	<a href="#">Supervising Administrative Coordinator</a>	\$5,665	\$6,885	\$5,806	\$7,055	\$5,973	\$7,259	E
3241	<a href="#">Supervising Attorney</a>	\$8,933	\$11,923	\$9,153	\$12,217	\$9,418	\$12,568	E
3667	<a href="#">Supervising AV/Video Systems Technical Analyst</a>	\$7,493	\$9,107	\$7,678	\$9,331	\$7,900	\$9,601	E
3575	<a href="#">Supervising AV/Video Technician</a>	\$4,574	\$5,560	\$4,686	\$5,695	\$4,823	\$5,861	E
3312	<a href="#">Supervising Budget Analyst</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3772	<a href="#">Supervising Business Applications Analyst</a>	\$7,493	\$9,626	\$7,678	\$9,862	\$7,900	\$10,146	E
3437	<a href="#">Supervising Communications Specialist</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3625	<a href="#">Supervising Construction Inspector</a>	\$8,110	\$9,858	\$8,310	\$10,100	\$8,550	\$10,393	E
3587	<a href="#">Supervising Contract Specialist</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3315	<a href="#">Supervising Court Services Analyst</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3346	<a href="#">Supervising Editor</a>	\$5,665	\$6,885	\$5,806	\$7,055	\$5,973	\$7,259	E
3361	<a href="#">Supervising Education Specialist</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3829	<a href="#">Supervising Enterprise Technology Architect</a>	\$8,169	\$11,162	\$8,373	\$11,441	\$8,618	\$11,776	E

*Although region 1, 2 and 3 salary ranges are shown for most classes, all regions do not apply to every class.*

**STATE OF CALIFORNIA - JUDICIAL COUNCIL OF CALIFORNIA  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

**Monthly Salary Listing  
Effective July 1, 2007 (Last Revised 11-1-2008)**

Class Code	Class Description	Region 1		Region 2		Region 3		FLSA
		Min	Max	Min	Max	Min	Max	
3601	<a href="#">Supervising Facilities Planner</a>	\$7,421	\$9,021	\$7,604	\$9,242	\$7,823	\$9,510	E
3318	<a href="#">Supervising Government Affairs Analyst</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3323	<a href="#">Supervising Human Resource Analyst</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3589	<a href="#">Supervising Internal Auditor</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3470	<a href="#">Supervising IS Analyst - A</a>	\$7,493	\$9,626	\$7,678	\$9,862	\$7,900	\$10,146	E
3471	<a href="#">Supervising IS Analyst - B</a>	\$7,868	\$10,040	\$8,062	\$10,287	\$8,294	\$10,586	E
3619	<a href="#">Supervising Media Production Specialist</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3598	<a href="#">Supervising Pay and Benefits Specialist</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3721	<a href="#">Supervising Procurement Specialist</a>	\$5,665	\$6,885	\$5,806	\$7,055	\$5,973	\$7,259	E
3684	<a href="#">Supervising Real Estate Analyst</a>	\$7,421	\$9,021	\$7,604	\$9,242	\$7,823	\$9,510	E
3327	<a href="#">Supervising Research Analyst</a>	\$6,844	\$9,626	\$7,012	\$9,862	\$7,214	\$10,146	E
3572	<a href="#">Support Services Supervisor</a>	\$4,477	\$5,443	\$4,588	\$5,576	\$4,720	\$5,738	N
3267	<a href="#">Systems Administrator I</a>	\$4,069	\$5,195	\$4,170	\$5,324	\$4,290	\$5,477	N
3269	<a href="#">Systems Administrator II</a>	\$4,477	\$5,715	\$4,588	\$5,856	\$4,720	\$6,024	N
3275	<a href="#">Technical Analyst</a>	\$5,924	\$7,559	\$6,069	\$7,745	\$6,244	\$7,969	N
3277	<a href="#">Technical Writer</a>	\$5,406	\$6,899	\$5,538	\$7,068	\$5,698	\$7,271	N
3816	<a href="#">Telecommunications Specialist</a>	\$4,925	\$5,987	\$5,047	\$6,135	\$5,192	\$6,311	N
3656	<a href="#">Utility Engineer/Analyst</a>	\$7,281	\$8,848	\$7,459	\$9,066	\$7,675	\$9,327	E
3489	<a href="#">Web Analyst</a>	\$5,924	\$7,559	\$6,069	\$7,745	\$6,244	\$7,969	N

Notes about regions:

Region 1: The baseline salary range applicable to Fresno, Riverside, and Sacramento

Region 2: 2.5% greater than the baseline salary range; applicable to Los Angeles, San Diego, Santa Ana, and Ventura

Region 3: 5.5% greater than the baseline salary range; applicable to San Jose San Francisco

*Although region 1, 2 and 3 salary ranges are shown for most classes, all regions do not apply to every class.*

## **HUMAN RESOURCES ANALYST**

### **DEFINITION**

Under direction, performs professional-level analytical work in one or more functions of the full range of human resources management; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Human Resources Analyst series. Incumbents have specialized experience in and knowledge of one or more functions of the full range of human resources, such as employment law, human resources, and/or labor relations issues. This class is distinguished from Senior Human Resources Analyst in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Conducts research and provides daily operational support in a variety of human resources areas such as employment law, labor relations, recruitment, classification, salary and benefits administration, employee relations, training, organizational development, and risk management.
- Compiles, summarizes, and analyzes the results of such research, prepares recommendations, and makes presentations to management.
- Develops recommendations and implementation plans for personnel and human resources policies, procedures, projects, and programs.
- Conducts special studies, analyzes data and findings, develops recommendations, and makes presentations to management.
- Compiles and calculates costs of projects or programs; maintains program budget.
- Reviews and analyzes a variety of requests relating to human resources from both inside and outside the agency and makes recommendations to management for their resolution or disposition.
- Drafts reports and other documents relating to human resources issues, procedures, and programs, such as the Administrative Office of the Courts' Equal Employment Opportunity Plan, budget change proposals, safety program, etc.
- Responds to inquiries from the staff, the courts, and management related to human resources matters and resolves problems or issues arising from such inquiries.

- Advises and assists judicial branch justices, court administrators, and management on human resources matters.
- Conducts investigations into employee allegations regarding discrimination, sexual harassment, and other complaints.
- Serves as staff to various committees.

### **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- **May be required to travel statewide or nationwide in the most expeditious manner available as necessary.**

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices, and practical application of human resources and personnel administration programs.
- Employment laws, rules, and regulations.
- Problem-solving and conflict resolution methods and techniques.
- Budget preparation and maintenance techniques.
- Principles and practices for conducting a variety of analytical studies.
- Principles and techniques of project management.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

#### **Ability to:**

- Interpret, explain, and apply requirements, rules, and regulations related to employment law and human resources policies and programs.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise reports, correspondence, and other written materials.
- Compile, summarize, and analyze information and data.
- Analyze and solve a variety of operational problems and policy issues.
- Use initiative and independent judgment within general policy guidelines.
- Maintain and prepare program budgets.
- Maintain confidentiality of information.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to possession of a bachelor's degree, preferably with major course work in personnel, public or business administration, or organizational psychology, and three years of professional analytical experience developing, implementing, and administering human resources programs.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

Two years as a Staff Analyst with the judicial branch in human resources management.

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Revision to the classification specification authorized.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SENIOR HUMAN RESOURCES ANALYST**

### **DEFINITION**

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized work in human resources; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the lead and/or specialist level in the Human Resources Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects. This class is distinguished from Supervising Human Resources Analyst in that the latter is responsible for supervising human resources staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Serves as project leader and directs and reviews the work of other professional and technical staff on complex, large-scale, and specialized human resources and management studies.
- Designs and implements classification and compensation systems.
- Provides consultation on organizational development issues and develops short- and long-range organizational development plans.
- Designs and conducts needs assessment surveys and develops appropriate interventions.
- Identifies and proposes training workshops and designs a certified management training program and associated curricula development.
- Develops employee relations programs; coordinates the investigation of branch-wide complaints, such as Equal Employment Opportunity and sexual harassment complaints, and reports findings.
- Designs and implements performance appraisal systems appropriate for the various judicial agencies.
- Develops and implements risk management programs, including workers' compensation.



- Develops and implements specialized human resources policies, procedures, projects, and programs.
- Conducts analytical human resources studies, develops recommendations, and makes presentations to management.
- Develops and manages program budgets.
- Reviews legislation for impact on human resources programs
- Responds to sensitive or complex inquiries from the staff, the courts, and management relating to human resources matters, and resolves problems or issues arising from such inquiries.
- Serves as principal staff liaison to various committees

### **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- **Must be able to travel in the most expeditious manner available statewide or nationwide as required.**

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic supervisory principles and practices.
- Principles, practices, and practical application of specialized human resources and personnel management programs.
- Employment laws, rules, and regulations.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques of project management.
- Budget preparation and management techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

#### **Ability to:**

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Interpret, explain, and apply requirements, rules, and regulations related to employment law and human resources policies and programs.
- Interpret and translate management concepts into practical goals and objectives.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise analytical reports, correspondence, and other written materials.
- Compile, analyze, and summarize information and data.

- Analyze and resolve varied operational problems and policy issues.
- Manage and prepare program budgets.
- Maintain confidentiality of information.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to possession of a bachelor's degree, preferably with major course work in personnel, public or business administration, or organizational psychology, and three years of professional analytical experience developing, implementing, and administering human resources programs, including one year of lead experience for those positions identified as lead.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

One year as a Human Resources Analyst with the judicial branch.

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Revision to the classification specification authorized.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SUPERVISING HUMAN RESOURCES ANALYST**

### **DEFINITION**

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in human resources; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the supervisory-level class in the Human Resources Analyst series. Incumbents are responsible for supervising human resources staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. In addition, incumbents participate in and supervise the design, planning, and implementation of a variety of human resources and management projects with minimal direction. Incumbents also participate in and supervise the most difficult and sensitive human resources and employee relations matters. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Participates in, coordinates, and supervises a variety of human resources and management projects and studies.
- Designs and conducts customer service surveys and develops appropriate work and/or operational improvements.
- Supervises the development and provision of training workshops for staff.
- Supervises and coordinates the investigation of staff complaints and their disposition.
- Develops employee performance plans and evaluates employee performance.
- Supervises and coordinates the development and administration of human resources policies, procedures, projects, and programs.
- Supervises and conducts special human resources studies, develops recommendations, and makes presentations to management.

- Responds to sensitive or complex inquiries from the staff, the courts, and management relating to human resources matters and resolves problems or issues arising from such inquiries.
- Develops and manages program budgets.
- Serves as principal staff liaison to various committees.

### **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- **Must be able to travel in the most expeditious manner available statewide or nationwide as required.**

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Advanced principles, practices, and practical application of human resources and personnel administration and programs.
- Employment laws, rules, and regulations.
- Advanced problem-solving and conflict resolution methods and techniques.
- Principles and techniques of project management.
- Budget preparation and management techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

#### **Ability to:**

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Interpret and translate management concepts into practical goals and objectives.
- Interpret, explain, and apply requirements, rules, and regulations related to employment law and human resources policies and programs.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise reports, correspondence, and other written materials.
- Compile, analyze, and summarize information and data.
- Analyze and resolve varied administrative and operational human resources problems and policy issues.
- Manage and prepare program budgets.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.

- Maintain confidentiality of information.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to possession of a bachelor's degree, preferably with major course work in personnel, public or business administration, or organizational psychology, and three years of professional analytical experience developing, implementing, and administering human resources programs, including a minimum of one year of supervisory experience.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

One year as a Senior Human Resources Analyst or two years as a Human Resources Analyst with the judicial branch.

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Revision to the classification specification authorized.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date