

## **LEAD MANAGEMENT AND PROGRAM ANALYST**

### **DEFINITION**

Under direction, performs lead direction and work review to assigned staff, and performs the full range of complex analytical duties while handling special assignments for a Director of the Judicial Council Administrative Office of the Courts; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the Lead class in the Management and Program Analyst series. Incumbents serve in a lead capacity and direct the work of assigned staff, and are responsible for independently performing the full range of complex and often sensitive professional analytical and consultative work in a variety of special projects assigned by a Director. Typically, these assignments are related to the work of the organization and fall into various functional areas such as finance, human resources, court services, governmental affairs, planning and research, information systems, and training and education. This class is distinguished by its unique reporting relationship to a Director and the variety and sensitivity of the issues with which it is involved.

### **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.
- Plans and conducts studies relative to projects assigned by a Director; prepares analytical reports with recommendations based upon the findings.
- Collects data and information; assembles, reviews, and performs detailed analysis on the data and information collected; summarizes results of the data collection.
- Writes and prepares a variety of written materials, including memoranda, correspondence, agendas, and brochures.
- Drafts reports, summaries, and other documents related to the business of the organization; prepares speeches and other communication tools (such as press releases and newsletter articles) at the request of the Director.
- Provides direct support and technical assistance as assigned to various organizational elements within an organization, as well as external customers.
- Responds to inquiries from the staff, the courts, and management related to the business of the organization and resolves problems or issues arising from such inquiries.
- Compiles and calculates costs of projects or programs; prepares preliminary budgets.

## **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic supervisory principles and practices.
- Principles and practices of programs of assigned functional area (finance, human resources, governmental affairs, planning and research, etc.).
- Principles and techniques of project management.
- Basic principles of budgeting, and financial management and analysis for programs.
- Problem-solving and conflict resolution methods and techniques.
- Principles and methods of data collection and analysis.
- 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 general policy guidelines.
- Organize, prioritize, and coordinate work activities to meet critical deadlines.
- Plan, analyze, organize, and administer programs and projects.
- Gather data, analyze findings, reason logically, and prepare analytical reports and recommendations.
- Interpret and apply principles and practices of the functional area assigned.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- 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 the functional area assigned, and four years of professional analytical or managerial experience in the functional area assigned, including one year as a lead.

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

OR

One year as a Management and Program Analyst with the judicial branch in the functional area assigned.

OR

One year as a senior-level specialist analyst or two years as a specialist analyst with the judicial branch in the functional area assigned.