

Senior Analyst

JOB FAMILY DEFINITION

This classification falls within the Analyst Job Family, encompassing a range of work in which incumbents are responsible for providing analytical work in program analysis, development, implementation, program/project management, research, and/or evaluation. This class specification represents the type and level of work performed, recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing advanced journey-level professional analytical work and serving as a subject matter expert with the highest level of knowledge in assigned projects, programs, research, or evaluation studies. The Senior Analyst is viewed by the organization as a consultant providing in-depth, expert knowledge.

DISTINGUISHING CHARACTERISTICS

The Senior Analyst is distinguished from the Analyst in that the Senior Analyst regularly oversees large, complex, and politically sensitive projects and programs. In addition, the Senior Analyst provides advanced subject matter expertise and is considered a statewide resource with unique and/or specialized knowledge in a specific subject matter area of critical importance to the judicial branch.

The Senior Analyst is distinguished from the Supervising Analyst in that the latter supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned.

The Senior Analyst classification requires the consistent exercise of discretion and judgment, using advanced knowledge, to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Manages large-scale and/or complex projects, programs, research studies, and evaluations that have significant statewide or agency impact and effect; makes independent decisions and exercises judgment about operational program components; and participates in strategic decision-making.
- Composes, reviews, and finalizes original, comprehensive, and complex reports and requests for proposals, memoranda, briefings, and other documents.
- Performs complex, highly visible, and politically sensitive research and analysis for a program or assigned operational area, such as, but not limited to, research, governmental affairs, special projects, criminal justice programs, quality assurance, Judicial Council advisory body staffing, and/or information technology.
- Serves as a subject matter expert for high-visibility programs with expertise in a unique specialty of significance to the judicial branch or a wide range of disciplines, as assigned.

- Serves as lead staff to Judicial Council or judicial branch advisory bodies, as assigned.
- Serves as primary analyst to an office director or executive management, overseeing diverse and complex projects that are typically sensitive and confidential, as assigned.
- Participates in/contributes to strategic decision-making.
- Manages complex budgets, grants, and procurement activities for unit or program, as assigned.
- Researches industry standards, best practices, and emerging technologies.
- Provides consultation and technical assistance regarding applicable laws, policies, rules, and regulations for program or project.
- Provides training to internal and/or external clients in assigned area; plans, develops, and executes formal workshops, as assigned.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level, as assigned.

EXAMPLES OF POSITION-SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Positions assigned as staff for Judicial Council or judicial branch advisory bodies may be responsible for:

- Working extensively with executive Judicial Council/branch leadership on advisory body business;
- Researching, analyzing, and providing consultation to advisory body members about proposed legislation, rules, forms, standards, and policy recommendations;
- Developing agendas and finalizing minutes; developing recommendations for advisory body action; and
- Serving as liaison and main point of contact for advisory body information distribution and other communications.

Positions assigned to research may be responsible for:

- Managing large-scale, complex research and data collection projects;
- Providing consultation on research projects;
- Providing direction and guidance and peer review on data quality, assumptions, qualifications, and generalizations;
- Developing and guiding research design and execution across a Judicial Council office, including cost-benefit analysis, case file review, workload studies, program evaluation, outcome measures, statistical sampling methods, or other qualitative or quantitative analysis and evaluation;
- Applying Judicial Council and judicial branch standards for data quality which includes creating data quality assurance systems;
- Conducting complex, inferential statistical analysis, including multiple regression, survival analysis, and analysis of variance using statistical programs such as Statistical Package for the Social Sciences, Statistical Analysis System, and Stata;
- Identifying and defining data elements and research questions associated with legislative mandates and other Judicial Council priorities by applying subject matter, statistical, and technical expertise;
- Drafting legislatively mandated or Judicial Council reports with significant policy implications, conclusions, and recommendations based upon complex quantitative or qualitative statistical analysis; and
- Ensuring adherence to ethical and professional standards, including human subject protection and confidentiality.

Positions assigned to court-related programs may be responsible for:

- Developing and overseeing program budgets; developing grant applications and overseeing grant management;
- Designing and developing technical assistance and education for courts and stakeholders;
- Preparing politically sensitive and complex reports;
- Creating complex financial documents, including contract templates and requests for proposals; and
- Overseeing consultants and contracts; designing and developing requests for proposals.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree and four (4) years of analytical experience in program analysis, development, implementation, research, and/or evaluation.

Possession of a bachelor's degree in a directly related field for the assigned discipline, such as political science, public administration, statistics, mathematics, etc., may be substituted for one (1) of the years of required experience. *An additional four (4) years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Master's degree in a directly related field for the assigned discipline, such as political science, public administration, statistics, mathematics, etc., that included qualitative and quantitative research, and one (1) year of analytical experience in program analysis, development, implementation, research, and/or evaluation.

OR

One (1) year in the Analyst classification with the Judicial Council of California or one (1) year of experience performing the duties of a class comparable in the level of responsibility to that of an Analyst in a California superior court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles and practices of public and business administration;
- Principles and practices of court and criminal justice administration;
- Principles and practices of program administration and management;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Principles and methods of qualitative and quantitative research;
- Best practices, emerging technologies, and guidelines;

- Principles and practices of group facilitation and building consensus;
- Principles and techniques of preparing effective oral presentations;
- Principles and practices of fund and governmental accounting, including budgeting, cost analysis, fiscal management, financial analysis, and grant administration;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Providing project/program management, organization, and logistics;
- Coaching project teams;
- Working effectively under pressure, with multiple deadlines and changing priorities;
- Reading, analyzing, evaluating, and summarizing written materials and statistical data;
- Managing project or program finances;
- Exhibiting political acumen;
- Interpreting rules, laws, policies, and procedures, and providing consultation to others;
- Developing policies and procedures, as assigned;
- Monitoring project schedules, status, and compliance;
- Monitoring and researching industry trends, solutions, and best practices;
- Facilitating group discussions and building consensus via persuasive reasoning;
- Authoring and editing complex reports and documents;
- Exercising confidentiality;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*

As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.