

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 journey-level, professional analytical work in managing projects or programs, conducting research, or developing policies and procedures.

DISTINGUISHING CHARACTERISTICS

The Analyst is distinguished from the Associate Analyst in that the Analyst performs professional-level analysis or project management activities and may serve as project lead on less complex initiatives as assigned. Analysts may be assigned to program administration and management (including budget and fiscal administration of a program) and independently research and analyze data with limited direction, producing original reports and reference materials, explaining laws, policies and procedures, and designing studies.

The Analyst is distinguished from the Senior 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 Analyst classification requires the consistent exercise of discretion and judgment 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.)*

- Program administration including organizing, planning and carrying out assignments, resolving problems and conflicts, and providing technical assistance to clients, as assigned.
- Performs research and statistical and policy 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.
- Researches and develops content; writes documents including, but not limited to, reports, web content, financial documents, briefing memoranda, policies/procedures, and research or issue papers.
- Researches industry standards, best practices, and emerging technologies.
- Provides information and technical assistance regarding applicable laws, policies, rules, and regulations for program or project.
- Serves as a liaison between program participants and vendors, as assigned, resolving issues and service needs.

- Administers assigned program or project budget, including, but not limited to, revenue forecasting; expenditure monitoring/projections; grant management; invoice processing/approval; and financial report writing, as assigned.
- Provides professional-level staff support to Judicial Council and judicial branch advisory bodies, as assigned.
- Performs business process improvement and quality assurance analysis, as assigned.
- Provides customer service.
- Provides training to internal and/or external clients in assigned area.
- 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 to staff Judicial Council or judicial branch advisory bodies may be responsible for:

- Advising the chair and advisory body on issues and actions;
- Analyzing issues and preparing briefing memoranda;
- Consulting with advisory body chair and/or senior staff to prepare agendas; and
- Developing and maintaining informational resources about advisory body activities, including online information.

Positions assigned to research may be responsible for:

- Executing components of large-scale research and data collection projects;
- Conducting statistical analyses using programs such as SPSS, STATA and SAS;
- Developing data collection instruments;
- Assisting in data quality assurance and reviewing data accuracy;
- Recommending and applying data collection and quality standards; and
- Assisting in consultation on research projects and program evaluations.

Positions assigned to information technology may be responsible for:

- Planning and developing disaster recovery procedures;
- Monitoring day-to-day service for compliance with service level agreements;
- Serving as the departmental user representative to information technology for troubleshooting and enhancements of a major system or application; and
- Monitoring regulatory and security compliance.

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

- Assisting in planning and developing program budget; and grant management;
- Providing technical assistance and program education for courts and stakeholders;
- Preparing reports; and
- Assisting with contracts and requests for proposals, including conducting necessary research, and drafting.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, and three (3) years of analytical experience in program analysis, development, implementation, research and/or evaluation. *An additional four 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.

OR

Two years as an Associate Analyst with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate 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 program administration and management;
- Principles and practices of court operations;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Principles and methods of qualitative and quantitative research;
- Best practices and emerging technologies;
- Modern budgeting practices;
- Modern procurement and contract management practices;
- Principles and techniques of preparing effective oral presentations;
- Principles and practices of financial analysis, as assigned;
- Principles of quality management and business process improvement, as assigned;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Providing project/program management, organization, and logistics;
- Coordinating deadlines and prioritizing competing demands;
- Monitoring project schedules, status, and compliance;
- Researching industry trends, solutions, and best practices;
- Gathering data, analyzing findings, and applying logic and reason;
- Authoring reports and documents;
- Collaborating with teams;
- Compiling, sorting, and articulating issues and recommendations;
- Interpreting, monitoring and reporting financial information and statistics;
- Exercising confidentiality;
- Developing policies and procedures, as assigned;
- Providing customer service;

- 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.*