

## **Associate 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 paraprofessional analytical support activities involving basic research, analysis preparation, data collection, and assisting with policy/procedure development. Work may be performed as part of a team or in collaboration with an Analyst or Senior Analyst.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents assigned to Associate Analyst may be involved in research study data gathering and manipulation and basic analysis for projects or programs. Work includes writing and editing as an author for original, but less complex reports, policies, procedures, forms, and web content.

The Associate Analyst is distinguished from the Analyst, in that the Analyst has responsibility for program administration, independently researching and analyzing data with limited direction, producing original reports and reference materials, interpreting and explaining laws, policies and procedures, and designing studies.

### **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.)*

- Performs basic analysis for a program, project or operational area such as research, governmental affairs, special projects, Judicial Council advisory body staffing, criminal justice programs, and records management, including, but not limited to system updates, compiling information, analyzing information, data gathering, report drafting, status tracking, and statistical recordkeeping.
- Researches, retrieves, gathers, reviews, and performs preliminary analyses of information; assembles information.
- Composes original documents, brochures, reports, issue papers, process/procedural instructions, contracts, and/or presentations from research and data.
- Designs and formats documents, reports, and/or web page content.
- Assists with the development, review, modification, and implementation of forms, policies, and procedures.
- Updates and/or maintains websites and other centrally available documentation and information.
- Assists higher-level staff with creating workshop and training materials; provides assistance to participants; and prepares presentations, as assigned.
- Performs intake, evaluation, triage, and coordination of requests for data, records, and/or information, as assigned.

- Participates in information system updates; provides office level coordination for production support; and serves as technology liaison or “super-user,” as assigned.
- Provides customer service.
- Provides training to internal or external clients, as assigned.
- Provides orientation and guidance to new staff, as assigned.
- Performs other duties of a similar nature and level, as assigned.

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

Positions assigned to research and/or database support may be responsible for:

- Collecting, analyzing, maintaining, and presenting data;
- Writing queries and reports to retrieve data from information technology systems;
- Preparing reports;
- Assisting others in entering, correcting, and using data;
- Performing preliminary data analysis, as assigned; and
- Resolving database errors.

Positions assigned to communications may be responsible for:

- Drafting Judicial Council communications;
- Researching content for various communications; and
- Tracking, measuring, and analyzing the impact of communications’ strategies and tools.

Positions assigned to education may be responsible for:

- Assisting with the development and delivery of training and education products;
- Researching best learning techniques and education practices; and
- Analyzing and troubleshooting educational software products.

Positions assigned to audit services may be responsible for:

- Performing preliminary analysis of financial documents;
- Assisting in the preparation of audit reports; and
- Maintaining detailed records and documentation.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Bachelor’s degree, preferably in public administration, research methodology, business administration, communication, or a directly related field that would provide the knowledge and skills necessary for the assigned area. *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.*

### **LICENSING AND CERTIFICATIONS**

- None

### **KNOWLEDGE OF**

- Applicable federal, state and local laws, codes, regulations, and/or ordinances;

- Basic principles and practices of assigned program (court or justice-related) or operational area (including, but not limited to, governmental affairs, criminal justice programs, research, or records management);
- Basic principles and applications of critical thinking and analysis;
- Basic concepts and methods of project management;
- Proofreading, graphic design, and writing;
- Principles and techniques of preparing effective oral presentations;
- Principles and methods of data collection and analysis;
- Queries and database report writing, as assigned;
- Statistical applications, systems, and processes, as assigned;
- Relational database concepts including, but not limited to storage, reporting, formatting, and manipulation, as assigned;
- Data definitions, elements, attributes, and compliance needs, as assigned;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

#### **SKILL IN**

- Collaborating with teams;
- Compiling, sorting, and articulating issues and recommendations;
- Applying initiative and creativity to analysis;
- Interpreting, monitoring, and reporting financial information and statistics;
- Exercising confidentiality;
- Organizing tasks, meeting deadlines, and prioritizing competing demands within assigned projects;
- Writing;
- Maintaining and updating documentation;
- Preparing reports and presentations;
- Providing attention to detail;
- 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.*