

## **Supervising 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**

This is a professional level supervisory class. Incumbents, as assigned, are responsible for providing day-to-day supervision of three or more Judicial Council staff, including a minimum of two exempt level staff, engaged in professional and paraprofessional analytical work for projects, programs, and public policy research and evaluation studies.

### **DISTINGUISHING CHARACTERISTICS**

The Supervising Analyst class is distinguished from the other classes in the Analyst Job Family in that it supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of hiring and disciplinary decisions. An incumbent in this position exercises considerable independent judgment in establishing policies, procedures, and standards for the assigned area.

### **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.)*

- Supervises the day-to-day activities of one or more assigned units including, but not limited to, research, governmental affairs, special projects, Judicial Council advisory body staffing, and criminal justice programs; provides subject matter expertise; develops, recommends, and implements operating policies and practices; develops, recommends, and implements work processes; and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations; and administers discipline as required.
- Represents the Judicial Council in key stakeholder meetings; collaborates with stakeholders to ensure a high level of customer service.
- Responds to questions and makes presentations to branch leadership, representatives from the executive and legislative branches of government, and other key stakeholders and justice partners.
- Assists leadership in developing priorities and strategic planning.
- Oversees and directs the publication of major reports, as assigned.
- Monitors and administers management of grants, procurements, and budgets, as assigned.
- Directs procurement processes, as assigned.
- Implements performance management and oversees attainment of service level standards.
- Composes, reviews, finalizes, and approves original comprehensive and complex reports, requests for proposals, memoranda, briefings, leases, contracts, proposals, and other documents.
- Researches industry standards, best practices, emerging technologies, and guidelines.

- Provides consultation regarding applicable laws, policies, rules, and regulations for program or project.
- Performs other duties of a similar nature and level as assigned.

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

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific analytical and supervisory tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

Bachelor’s degree, and five (5) years of analytical or managerial experience in program analysis, implementation, research and/or evaluation, which includes one (1) year of supervisory experience. *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, and two (2) years of analytical experience in program analysis, development, implementation, research, and/or evaluation, which includes one (1) year of supervisory experience.

OR

One (1) year as a Senior Analyst or other level (C43) class or three (3) years as an Analyst or other level (C42) class 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 exempt-level Senior Analyst or three (3) years as an exempt-level Analyst in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

#### **LICENSING AND CERTIFICATIONS**

- None

#### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Business methods, principles, and practices;
- Principles and practices of court and criminal justice administration;
- Principles and practices of program administration and management;
- Project management principles;

- Principles and methods of functions supervised, such as qualitative and quantitative research, capital planning, environmental compliance/sustainability, special projects, Judicial Council advisory operations, or assigned court-related program;
- Best practices and emerging technologies;
- Principles and practices of conflict resolution and negotiation;
- Principles and techniques of preparing and delivering 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**

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Providing conflict resolution;
- Providing project management, organization, and logistics;
- Monitoring project schedules, status, and compliance;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Critical thinking;
- Developing and implementing goals, objectives, policies, procedures, and work standards with broad agency-wide applications;
- Overseeing quality assurance and standards;
- Monitoring and researching industry trends, solutions, and best practices;
- 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.*