

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**DATA AND INFORMATION ANALYST**

**CLASS CODE: 99-51-55**

**POSITION PURPOSE**

This position functions as the subject matter expert on data and information collection methods for the Unified Judicial System by providing statistical analysis, recommending policies, and developing performance measures.

**DISTINGUISHING FEATURE**

This classification is responsible for evaluating and analyzing various evidence-based practices, developing performance measures, and preparing statistical reports related to the work of the Unified Judicial System.

**MAJOR RESPONSIBILITIES**

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Conducts evidence-based research and analysis of court operations to ensure efficient and effective program operation particularly in the area of adult and juvenile probation but will include other areas within the State Court Administrator's Office.
  - a. Researches and establishes data collection methods and processes.
  - b. Checks for data completeness, reasonableness, accuracy, and comparability with other data.
  - c. Assists in developing ad hoc reports and maintaining them, to provide data and information to the media and/or public.
  - d. Studies program code to assist in the development of ad hoc reports and determines the probable source of the problems.
  - e. Conducts statistical evaluation and analyzes collected data.
  - f. Prepares tables, charts, graphic, and oral summaries as well as presentations detailing analysis findings and results.
  - g. Identifies trends and recommends long-range changes to address possible outcomes.
  - h. Provides recommendations and implements improvements in data collection techniques and processes.
  - i. Understands and adheres to program reporting requirements.
2. Researches, analyzes, and recommends policies to ensure UJS compliance and adherence to federal and state laws and regulations.
  - a. Reviews existing policies and recommends changes to ensure effective and efficient court operation.
  - b. Advises UJS staff on policies and practices.
  - c. Analyzes sanction/response grids, early discharge policy, recidivism analysis, caseload information, case trends, and other related documents and systems.

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3. Develops performance measure outcomes concerning evidence-based best practices to ensure a sustainable and effective program.
  - a. Uses statistical analysis to ensure program effectiveness and recommend changes to improve outcomes.
  - b. Recommends changes to outcome and performance measures.
4. Performs other work as assigned.

### **SUPERVISORY FUNCTIONS**

This position does not supervise.

### **ESSENTIAL FUNCTIONS REQUIRE**

This position requires ordinary functions of a typical working day, sitting (sometimes for extended periods of time), standing, and walking; proficiency in the use of office equipment such as computers, telephones, copiers, etc.; attendance in accordance with rules and policies; in-state travel to attend meetings and trainings; and out-of-state travel for trainings and meetings. This position also requires working effectively with coworkers, managing stress appropriately; meeting deadlines; analyzing data; and communicating (verbally and in writing) complex ideas, concepts, statistical findings, rules, policies, and procedures.

### **PROBLEMS AND CHALLENGES**

Challenges include functioning as the expert in evidence-based practices and research and statistical analysis, understanding court practices and programs and information, determining when to conclude research and what recommendations to make, extracting required and usable data from computer systems, defending collected and analyzed data, determining long-range implications of statistical findings, and recommending appropriate and meaningful performance measures.

### **DECISION-MAKING AUTHORITY**

Decisions include establishing data collection methods, methods for extracting data, content and format of statistical reports, research design and procedures, recommending policies, content and format of findings, developing performance measures, and recommending system changes for data collection and statistical analysis.

Decisions referred include budget allocation for data collection systems, overall scope of data collection, legislative impact analysis, approval of policies, approval of performance measures, and final distribution of statistical findings and reports.

### **CONTACT WITH OTHERS and PURPOSE**

Frequent to daily contact with IT and Court Services staff to understand evidence-based practices and computer capabilities with regard to data collection and analysis and with legal staff to ensure lawful policies; and occasional contact with other state agencies to conduct research, attend meetings, and provide information.

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### WORKING CONDITIONS

The incumbent works in a typical office environment and may travel occasionally in-state and out-of-state to participate in training and meetings.

### COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

#### Knowledge, Skills and Abilities:

Knowledge of:

- data collection methods and processes;
- research and survey methodology;
- statistical analysis;
- SQL and Excel;
- computer data collection systems.

Ability to:

- use computers and related data collection and analysis software;
- derive, analyze, and interpret statistical data;
- prepare research and summaries to be used in decision making and ensure compliance with applicable requirements;
- analyze and interpret data or findings using statistical processes and analytical tests;
- present the results of research and analysis in verbal, written, or graphic forms;
- write clear and concise progress and final reports and/or summaries;
- interpret and apply laws, rules, policies, and procedures;
- establish and maintain effective and collaborative working relationships;
- communicate clearly and concisely;
- develop performance measures that adequately reflect program effectiveness.

#### Education:

Bachelor's degree in statistics, social science research, mathematics, computer, business or public policy, or a related field; or an equivalent combination of related education and experience.