

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

POLICY ANALYST

CLASS CODE: 99-51-60

POSITION PURPOSE

Researches, reviews, analyzes, and develops internal policies, procedures, and processes; collects, distributes, interprets, and provides trend analyses of case filings and workload statistics; and develops and distributes publications and reports.

DISTINGUISHING FEATURE

This position is responsible for policy and statistical analyses with statewide effect; and the quality of publications, policies, and procedures the incumbent researches, analyzes, and writes which directly impact administration of the court system and improve access to the courts.

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. Identifies key success factors in the Unified Judicial System (UJS) strategic plan; identifies, monitors, and analyzes measurements designed to assess strategic plan effectiveness; and makes recommendations to maintain strategic plan focus to improve overall UJS operations and improve access to courts.
 - a. Researches, analyzes, and provides recommendations on policies, procedures, and comprehensive plans.
 - b. Researches and analyzes policies, procedures, and rules to determine how they will affect overall UJS operations.
 - c. Reviews and comments on best practices for court administration and operations.
 - d. Researches court operations and recommends implementation of changes to improve the UJS.
 - e. Identifies and recommends strategies based on research and changing national patterns.
2. Develops a coordinated approach for preparation and distribution of all UJS publications.
 - a. Prepares the annual report and provides a trend analysis and summary of information.
 - b. Analyzes and compares South Dakota UJS annual information with national court data.
 - c. Responds to requests for court-related information.
3. Serves as the Public Information Officer for the UJS to ensure accurate and timely information and follow up.
 - a. Receives requests from UJS employees, the public, and other state and outside agencies for UJS information.
 - b. Screens requests and ensures they are routed to the proper entity for information.
 - c. Provides answers to requests and ensures an accurate and timely response.

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4. Leads the development of a weighted caseload system to count in an equal manner the work of the courts of the state.
 - a. Determines and changes the data to be collected to account for changes in workload and ensure an accurately weighted workload study.
 - b. Provides technical assistance and leadership to circuits by answering questions on how to collect data.
 - c. Analyzes data obtained in weighted workload and provides overall trends, statistics, and reports.
5. Researches, analyzes, and drafts records retention policies and documentation to ensure UJS compliance and adherence to federal and state laws and regulations.
 - a. Reviews existing records retention policies and recommends changes to ensure effective and efficient records management.
 - b. Advises UJS staff on records retention policies and practices.
6. Performs special studies, projects, and analyses of the UJS to increase internal and external access to the courts and information about the courts.
7. Staffs UJS committees to represent UJS interests and provides guidance.
 - a. Provides input into committees' agendas and drafts minutes for distribution.
 - b. Communicates with committee chairmen to ensure needs are met at the meetings.
 - c. Drafts documents and committee members review and approve.
 - d. Contracts with outside sources to provide training for implementing committees' objectives.
 - e. Provides presentations and training to UJS staff and the public to promote committees' goals and objectives.
8. Performs other work as assigned.

SUPERVISORY FUNCTIONS

Provides oversight to courts by developing guidelines and standards for data to be collected to evaluate operational status of UJS procedures; develops guidelines for preparation and distribution of UJS publications; manages requests for information into and out of UJS; and ensures integrity of UJS records retention.

ESSENTIAL FUNCTIONS REQUIRE

Sitting and standing for extended periods of time; lifting and moving training and publication materials which may weigh as much as 25 pounds; in- and out-of-state travel for training and meetings; attendance in accordance with rules and policies; and proficiency in the use of office equipment such as telephones, copiers, etc., as well as operating computer software and hardware. The incumbent is also required to work effectively with coworkers and the public; manage stress appropriately; meet deadlines; provide appropriate presentations and training; and understand, interpret, and communicate (verbally and in writing) complex statistical concepts and ideas to staff and managers.

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PROBLEMS AND CHALLENGES

Challenged to ensure weighted workloads continue to be updated and represent the current workloads appropriately. This is difficult because workload emphases vary from circuit to circuit and from year to year potentially causing the weighted workload tool to become outdated. To prevent that from happening requires ongoing attention in order to identify needs and to include costs of updating the tool in appropriate budget timeframes. Further challenged to provide meaningful statistical research and analyses on a wide range of issues that impact the UJS; identify problems or obstacles; and evaluate and recommend alternative resolutions in a timely and appropriate manner.

Problems encountered include prioritizing numerous work tasks while maintaining quality of product within prescribed deadlines; drafting new policies without precedent; and enhancing public relations through publications.

DECISION-MAKING AUTHORITY

Decisions made include development and usefulness of weighted workloads; methodologies used to conduct research, gather data, and measure quality of final work products; content of initial drafts of policies, procedures, and publications; content of presentations; and recommendations for training courses.

Decisions referred include final approval of work products; policies, procedures, and publications; and training courses.

CONTACT WITH OTHERS and PURPOSE

Daily contact with division directors and staff in the State Court Administrator's Office (SCAO) for briefings to discuss projects and problems, and to plan future action; and with the public to provide court-related information and publications. Frequent contact with circuit staff to provide guidance in, and explanation of, data collection and purpose; and with other state agencies as well as other public and private entities regarding UJS operations and programs affecting those entities.

WORKING CONDITIONS

The incumbent works in a typical office environment. Occasional statewide travel may be required to visit circuits and staff to conduct research, attend meetings, and providing training; and occasional out-of-state travel may be required to attend meetings or training.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- research and development methods;
- principles of statistical analysis and evaluation;
- administrative and operational functions of a court system;
- judicial protocols, policies, and processes;

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- publication software.

Skill in:

- organizational management;
- time management;
- statistics.

Ability to:

- conduct and evaluate research;
- apply principles and practices of statistical measurement to data collection, analysis, and product development;
- establish effective working relationships with coworkers, circuit staff, other agencies, and the public;
- communicate effectively both orally and in writing;
- develop and provide public presentations and training.

Education:

Bachelor's degree in business or public administration, political science, court administration, or a related field.

Experience:

Three (3) years of experience conducting research, data analysis, report writing; and/or management, organizational or court analysis; or other relevant experience; or an equivalent combination of related education and experience.