

# UNIFIED JUDICIAL SYSTEM POSITION DESCRIPTION

## POLICY ANALYST

**CLASS CODE:** 99-51-62

### POSITION PURPOSE

Assists the State Court Administrator in researching and recommending statewide policies, assisting in legislative activities, representing the UJS at public events, and functioning as a liaison with stakeholders and partners.

### DISTINGUISHING FEATURE

This position assists the State Court Administrator by providing research, policy development and analysis concerning statewide initiatives, data analysis and programs.

### 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. Develops and analyzes policies and procedures for implementing statewide initiatives to ensure the goals and objectives of UJS are met.
  - a. Participates in strategic planning and meetings for statewide policies, rules, initiatives and programs.
  - b. Researches initiatives and programs, provides analysis of impact on current and future operations, and recommends implementation plans.
  - c. Researches, develops, and maintains policies and procedures.
  - d. Drafts and recommends policies for implementation of initiatives and programs.
  - e. Ensures the successful implementation of initiatives and programs statewide.
  - f. Monitors and reviews program effectiveness and recommends enhancements/changes.
2. Assists in lobbying activities and maintains legislative relationships to ensure successful passage of UJS legislation and to protect UJS interests.
  - a. Participates in the reviewing of legislation, presents legislation, testifies on legislation, and lobbies to garner support for legislation on behalf of the UJS.
  - b. Represents the UJS at legislative hearings, committees, meetings, and conferences.
  - c. Provides presentations to judicial and non-judicial entities regarding the impact of legislation.
  - d. Assists in the implementation of enacted legislation in the UJS.
  - e. Trains staff on new or revised laws.
3. Creates the weighted caseload reports and performance indicators 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 accurate weighted workload study.

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- b. Provides technical assistance and leadership to staff by answering questions on how to collect and report data.
  - c. Analyzes data obtained in the weighted workload and provides overall trends, statistics, and reports.
4. Serves as a liaison between the judiciary and state and local entities to address current problems and ensure UJS objectives are met.
  5. Represents the UJS at public speaking events and speaks on behalf of the State Court Administrator to outside groups and associations and at conferences and meetings.
  6. Serves on committees and taskforces as assigned by the State Court Administrator.
    - a. Participates in designated committees as a voting member, or chair/co-chairs, as assigned.
    - b. Provides input on committee agendas.
    - c. Represents the UJS goals and objectives during committee meetings.
    - d. Provides presentations to promote the committees' objectives.
  7. Performs other work as assigned.

## **SUPERVISORY FUNCTIONS**

This position does not supervise staff.

## **ESSENTIAL FUNCTIONS REQUIRE**

In-state and out-of-state travel for meetings and training; sitting for extended periods of time; attendance in accordance with rules and policies; attending various meetings throughout the Capitol during legislative session; and operating office machines such as a computer, telephone, copier, etc. The incumbent is also required to work effectively with coworkers and the public; make immediate decisions; react appropriately to changing circumstances and respond professionally and accurately; prepare for and speak publicly; exhibit complex reasoning; manage stress appropriately; meet deadlines; demonstrate motivation and initiative; and communicate (verbally and in writing) complex ideas, concepts, rules, policies, and procedures.

## **PROBLEMS AND CHALLENGES**

Challenges include working with and establishing relationships other local and state entities and lobbyists who have differing agendas; recommending statewide policies and effective implementation within limited timeframes and deadlines; and knowing when enough research is completed to make an analysis of information and provide a thorough recommendation to a statewide policy.

Problems include providing work direction to staff without direct supervisory authority and drafting new policies without precedent.

## **DECISION-MAKING AUTHORITY**

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Decisions made by the incumbent include recommending new program policies and updating existing program policies, assisting in legislative strategy, performing lobbying activities and building relationships, assessing legislation and its impact on the UJS, and content of presentations.

Decisions referred include those decisions required by the State Court Administrator such as final approval of Supreme Court or Presiding Judge policies and legislative strategy.

### **CONTACT WITH OTHERS AND PURPOSE**

This incumbent has daily contact with the State Court Administrator to provide updates, assist with policy development, and assist with legislative process during session; executive branch and other local government staff regarding judicial programs and objectives; and circuit staff to implement statewide program policy. In addition, the incumbent has occasional contact with the public and other outside entities and organizations that function as stakeholders, business partners, or court advocates or competitors.

### **WORKING CONDITIONS**

The incumbent works in a typical office environment. Regular statewide and out-of-state travel is required to provide presentations and attend conferences and meetings.

### **COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT**

#### **Knowledge, Skills and Abilities:**

Knowledge of:

- public administration;
- judicial protocols, policies, and processes;
- legislative process and lobbying;
- research methods;
- principles of analysis and evaluation.

Skill in:

- organizational and time management;
- critical thinking.

Ability to:

- conduct research and analyze administrative studies and operating issues, draft policies, make recommendations, and develop effective implementation plans and programs;
- develop and provide public presentations and training;
- establish effective working relationships with coworkers, circuit staff, other agencies, and the public;
- be persuasive, diplomatic, compassionate, empathetic, and assertive;
- effectively manage highly stressful situations and remain calm;
- communicate in a clear and concise manner both orally and in writing.

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### **Education:**

Bachelor's degree in public administration, business administration, judicial administration, or a related field.

### **Experience:**

Four (4) years of experience conducting research, data analysis, report writing; and/or management, organizational, or court analysis; or an equivalent combination of related education and experience.