EMPLOYMENT OPPORTUNITY

JOB TITLE: Supervising Research Analyst (Supervising Analyst)

LOCATION: San Francisco or Sacramento

JOB OPENING #: 5986

OVERVIEW
Grow your career as a leader with us at the Judicial Council of California and make an impact today!

The Criminal Justice Services office is seeking a talented research supervisor to lead, develop, and support a team of analytical staff supporting the criminal justice work of the Judicial Council.

The Criminal Justice Services (CJS) Supervising Research Analyst over the Data Analysis & Evaluation (Research) unit supervises the daily operations of the research staff including oversight of all data collection, research, and evaluation functions of the office. Research projects include data collection and analyses for mandated programs such as the pretrial pilot program, criminal justice realignment, Community Corrections Performance Incentive Act (SB 678), and program evaluations of pilot projects such as the reentry court evaluation. The Supervising Research Analyst supervises staff in the execution of research related duties that include, but are not limited to, designing research project methodologies, identifying outcome measures, determining sampling design, setting up data collection systems, coding for data cleaning and analysis, providing data collection technical assistance to courts, creating data dashboards, working with the Finance office to create data focused funding allocations, conducting analyses and creating reports with research findings.

This Supervising Research Analyst works as part of the dynamic management team within the CJS office and collaborates across the multidisciplinary team to respond to public policy issues facing the judicial branch.

The Judicial Council strives for work-life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, up to $130 reimbursement for qualifying commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council’s San Francisco or Sacramento office; Remote work options for employees who live in areas surrounding these locations may be considered.

To complete an online application, go to job opening #5986 at https://www.courts.ca.gov/careers.htm

RESPONSIBILITIES
- Plan, organize, assign, review and evaluate the work of the CJS research staff, and develop and implement goals, objectives, policies, and work standards for the unit. Monitor current project work plans with staff for the Pretrial Pilot Program, the Parolee Reentry Court Evaluation, the SB 678 project, Criminal Justice Realignment data collection, Proposition 47 data collection and create and monitor workplans for new initiatives:
- Assign work based on office priorities and develop project goals and objectives as well as associated tasks to ensure that projects are effectively executed.
- Identify and procure resources necessary to complete tasks.
- Perform on-going supervision of the implementation and execution of project tasks.
- Develop milestones and evaluate staff progress toward meeting project objectives.
- Direct research design, analyses and report writing and ensure that program and legislative mandates and deadlines are met.
- Collaborate with internal and external stakeholders including office leadership and justice system partners to identify and create collaborative justice and other criminal justice research-based resources for the courts:
  - Plan, coordinate and supervise research related outreach and technical assistance projects to support the courts in implement research driven practices.
  - Oversee the development of outcome measures for projects such as the Pretrial Release Program, the Reentry Court Project, Dispositions According to Race and Ethnicity and criminal justice data collection.
  - Identify trial court training and technical assistance needs through large scale data collection projects, such as SB 678 and Proposition 47 data collection.
  - Direct the development of technical assistance tools, such as data dashboards and research summaries that will provide courts with data-driven resources to assist in administrative decision making.
- Under the supervision of the Principal Manager, collaborate with the Manager of the Programs unit to ensure cohesive functioning and to support the trial courts and meet program mandates:
  - Conduct data analyses to identify best practices as well as the data training and technical assistance needs of the grantee and other courts.
  - Direct activities related to data technical assistance outreach to the courts funded through the Recidivism Reductions Fund Program administered through the Programs unit.
- Provide research staff support to the Collaborative Justice Courts Advisory Committee (CJCAC), as needed:
  - Assist in the identification and development of collaborative justice research projects, as directed by the collaborative justice courts advisory committee.
  - Provide research technical assistance for collaborative justice court programs through the review and dissemination of evaluation reports, as needed.
  - Provide research subject matter expertise to CJCAC as needed.
- Supervisory duties:
  - Recommends selection of staff;
  - Trains staff and proposes internal and external training courses and workshops;
  - Provide career development and planning for staff;
  - Approves requests for time off;
  - Review and approves time sheets;
  - Evaluate employee performance and conducts performance reviews;
  - Administers discipline as required.

MINIMUM QUALIFICATIONS
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.

OTHER
Please note, if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

HOW TO APPLY
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on Thursday, September 7, 2023. This position requires the submission of our official application, a resume and a response to the supplemental questions.

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The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS
$7,789.00 - $11,683.00 per month

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to $130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- Flex Elect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)


Supplemental Questions
To better assess the qualifications of each applicant, please provide a response to the following questions:
1. Please describe your approach to building and leading a cohesive and motivated research team.

2. Please describe your experience developing research projects, collecting data, ensuring data quality, analyzing data, and writing reports.

3. Describe your experience at providing research results to outside stakeholders and other government entities including presentations, summary reports providing statistical analysis and validity of reported data, articles, and other means of reporting research.

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