

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: Senior Data Analyst (Senior Analyst)

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6029

OVERVIEW

The Judicial Council of California is the policy-making body for the courts. We are accepting applications for the position of Senior Data Analyst (Senior Analyst) in the Data Analytics Unit in the Center for Families, Children and the Courts (CFCC).

CFCC is an interdisciplinary office of the Judicial Council. We are responsible for an array of programs that facilitate equal access to the courts and court proceedings and programs. We strive to understand and be responsive to the needs of court users from diverse backgrounds and means and to address barriers to court access. We staff advisory bodies to the Judicial Council in the areas of Collaborative Justice Courts, Family and Juvenile Courts, Court Interpreters, Probate and Mental Health, Providing Access to Justice, Shriver Civil Council Act, Tribal Court-State Court issues.

The Senior Data Analyst is a key position in the development of a model for CFCC implementation of branch wide governance policies in the office. This position will provide lead analytical work on the design and implementation of tools for data governance including documentation, data access, use, sharing, maintenance and retention. In addition, the incumbent will develop advanced data analytics tools including data dashboards, visualization, and modeling to assist the courts and programs in decision-making and reporting based on data from specified data collections. Serving as a technology lead for migration of key data sets to the branch enterprise data warehouse, the incumbent will design and implement automated data flows from data collection systems through to the enterprise data warehouse.

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 per month 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; hybrid work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- With the Supervising Analyst, collaborate with data collection teams to develop a model for data governance implementation in the CFCC office.
- Use input from Office of Court Research (OCR) and the Information Technology (IT) Office to develop the model in compliance with agency standards.

- Provide lead analytical work on the implementation of data governance standards and procedures related to data collection quality assurance, access, use, sharing, maintenance and retention.
- Collect and compile existing documentation in a form that is useful to data collection teams.
- Operationalize branch data governance policies by developing and applying standards while collaborating with ORC and IT to ensure effective communication and integration.
- With the Supervising Analyst, ensure that data analytics, including data dashboards, visualization, and modeling, are integrated with all CFCC data collection projects.
- Conduct training on key aspects of data analytics to data collection teams, including using peer-to-peer approaches.
- Serve as technology lead for migration of key data sets to the branch data warehouse. Design and implement automated data flows from data collections through to the branch data warehouse.
- In collaboration with OCR, IT, and the CARE Act team, define requirements for data set migration to data warehouse and implementing tools to facilitate court access.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, and four (4) years of analytical experience in program analysis, development, implementation, research, and/or evaluation.

Possession of a bachelor's degree in a directly related field for the assigned discipline such as political science, public administration, statistics, mathematics, etc., may be substituted for one of the years of required 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 one (1) year of analytical experience in program analysis, development, implementation, research, and/or evaluation.

OR

One year in the Analyst classification with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of an Analyst in a California Superior Court or California state-level government entity.

Desirable Qualifications:

- Experience developing data metrics that inform stakeholders and are used to support organizations' decision-making processes.
- Experience working on teams with both technical and business members that are tasked with delivering products, such as data warehouses and other types of data analytics tools.
- Proficiency in R, SQL, Stata, Power BI, Tableau and other data management programs. Experience in database creation and management.
- Background in gathering business requirements from stakeholders.

HOW TO APPLY

This position is Open Until Filled and requires the submission of our official application, cover letter, writing sample, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **September 29, 2023**.

To complete an online application, go to job opening #6029 at <https://www.courts.ca.gov/careers.htm>

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.

OTHER

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

PAYMENT & BENEFITS*

\$7,267 - \$10,901 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
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, please provide a response to the following questions. Your answers should not exceed a total of three pages.

1. Please describe how your previous work experience positions you to excel in this position.
2. Please describe your experience working on interdisciplinary teams. What benefits and challenges do you foresee in using the interdisciplinary team model for the projects described in this announcement? How would you address those benefits and challenges?
3. If hired for this position, what experience and skills would you apply to realize our objective to provide equal access to justice?