Court Programs Analyst III (Office of Language Access Administrator)

Job Code: JD02808
Location: Denver, CO
Department: Office of the State Court Administrator
Posted: 06/22/2023
Closes: 08/31/2023
Position Number: 03472
FTE Level: 1.0

Apply at:
https://coloradojudicial.recruitmentplatform.com/details.html?jobId=4519&jobTitle=Office%20of%20Language%20Access%20Administrator%20(Court%20Programs%20Analyst%20III)

POSITION INFORMATION

Job Code: R42474
Full Time Salary Range: $7,244.00 - $10,022.00
FLSA Status: Exempt

Click here for information on employee benefits: https://www.courts.state.co.us/Careers/Benefits.cfm

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

MISSION STATEMENT

At the Colorado Judicial Department our mission is to provide a fair and impartial system of justice that:

- Protects constitutional and statutory rights and liberties
- Assures equal access
- Provides fair, timely and constructive resolution of cases
- Enhances public safety
- Supervises offenders
- Facilitates victim and community reparation

STATEMENT OF DUTIES
General Statement Of Duties:
Manages specific programs and / or serves as project leader to develop improved managerial procedures and practices in the Colorado Judicial Department’s court system.

Distinguishing Factors:
In addition to managing programs and/or projects which must consume 50% of the employee’s time (managing programs or projects includes assigning tasks, monitoring progress and work flow checking, scheduling work, and establishing work standards), the Court Programs Analyst III position is distinguished from other classifications due to the supervisory responsibility for 3.0 or more full-time employees. If an employee does not meet the supervision requirement a Division may, in consultation with the Director of Human Resources and with the approval of the State Court Administrator, utilize this classification if the employee has responsibility for independently managing a highly specialized complex program or project. The complexity is reflected in a need for more sophisticated analytical methods and problem solving techniques. Work typically involves coordination with Director level positions within and external to the Judicial Department. The program or project schedule must exceed 12 months. A maximum of 30% of all Court Program Analysts may be classified as a Court Program Analyst III in a Division. This position will receive supervision from a Court Programs Analyst IV, Administrator or Division Director.

ADDITIONAL COMMENTS
This posting will remain open until the position is filled, with a first review date of applications on 7/7/23.

This position offers a hybrid (on-site and remote) schedule.

Manages and administers statewide language access program in the Court Services Division in collaboration with all Judicial Districts; leads or supervises other analysts and team members on projects.

Drafts rules, policies regarding language access, makes administrative recommendations, and participates in the drafting of Chief Justice Directives. Prepares reports, schedules, forms, procedures and directives based upon research and evaluation of issues and problems.

May be responsible for recruitment and selection of unit employees and independent contractors.

Some positions may prepare grant proposals, monitor grant funds, and prepare grant completion reports.

Attends meetings and training as required.

Performs other duties as assigned.

The Court Services Divisions is currently a community of more than 60 employees supporting a variety of initiatives and programs related to trial courts in the state of Colorado. The Court Services Division values diversity and inclusivity and is seeking applicants from diverse backgrounds, experiences and demographics that share these same values.

Judicial is invested in creating equitable access for all and recognizes the role of language services for members who communicate in languages other than English. This position leads the Office of Language Access and collaborative efforts across the organization to build, strengthen and execute on language access in the courts. This position builds relationships with stakeholders and partners (internal and external) and supports Certified Court Interpreters in providing best-in-class language services. Additionally, this position supervises three Court Program Analyst II team members and is responsible for leading operations to support and promote interpreter and translation services, a critical service for the courts.
ESSENTIAL FUNCTIONS

Manages and administers state wide court programs and projects in the Division of Planning and Analysis; leads or supervises other analysts and team members on projects.

Identifies areas to implement new court policies and procedures; coordinates implementation with various court systems and other state agencies.

Reviews and evaluates organizational policies, practices, structure, functions, programs, work methods, resources, relationships between various court systems, and management and program performance; increases efficiency and effectiveness of state court systems.

Compiles and analyzes information collected; verifies accuracy of information; identifies issues and problems; formulates recommendations that will encourage change within the Division.

Identifies problems within various departments of the state court system; offers recommendations and implements solutions; compares estimates and trend projections through the application of mathematical or statistical methods.

Drafts rules, administrative recommendations, Chief Justice Directives. Prepares reports, schedules, forms, procedures and directives based upon research and evaluation of issues and problems.

Analyzes proposed legislation, judicial processes, and procedures for possible impact on the court system.

Prepares budget requests and monitors budgets for small projects; prepares and monitors grant requests.

May be responsible for recruitment and selection of unit employees.
May establish expectations and provide employee performance feedback on an on-going and annual basis.
May assist subordinates in establishing goals.

May evaluate subordinates' goal achievement through conferences or informal meetings.

May provide recommendations regarding subordinate's employment probationary/trial period.

Provides orientation and on-going training, mentoring and coaching to existing subordinates.

Makes provisions for subordinates to attend outside training.

May provide cross-training and interdepartmental training.

May assign duties and responsibilities to staff; develops and establishes procedures for operating and maintaining required administrative systems.

Establishes response procedures designed to address internal and external requests for information. Some positions may prepare grant proposals, monitor grant funds, and prepare grant completion reports.

Attends meetings and training as required.

Performs other duties as assigned.
**Supervisor Responsibilities:**
May have supervisory accountability for other employees, volunteers, or interns. May plans, directs and coordinates activities for a unit. Duties include scheduling and assigning of work, training in all facets of work, quality control, and decisions impacting the pay, status and tenure of others. May conduct performance appraisals, and provides input into and participates in discipline, dismissal, and hiring processes.

**MINIMUM QUALIFICATIONS**

**Minimum Education:**
Graduation from an accredited college or university with a bachelor’s degree and five years of management analysis experience in statistical or economic analysis, office systems, methods and procedures, work measurement, forms design, program planning or other related fields, which must have included one year of supervisory experience. Additional work experience in these or other related fields may be substituted on year for year basis for the required formal education. OR
Two years as a Court Programs Analyst II in the Colorado Judicial Department required.

**Physical Demands:**
While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers and reach with hands and arms. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**Work Environment:**
The noise level in the work environment is usually quiet. This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously; and may occasionally handle absentee replacement on short notice.

**Equal Employment Opportunity, Affirmative Action, and Americans with Disabilities Act Employer Notice**
Each individual employed must provide proof of identity and eligibility for employment.

**NOTICE:** Employees hired after March 1, 1988, are required to enroll in the direct deposit program for payroll.

**Request for accommodation:** If you have a mental or physical impairment that affects one or more significant life activities (such as mobility, hearing, vision, speech, breathing, learning, etc.) and require reasonable accommodations for testing or interviewing, it is your responsibility to inform the office scheduling the interview or test at least three working days in advance. If you need reasonable accommodation at the workplace, please notify the hiring authority.

**NOTICE:** All prospective employees of the Colorado Judicial Branch are subject to a background investigation before being hired. Upon request, you can obtain a copy of the Equal Employment Opportunity Utilization Report.

**INFORMATION ALERT:** Judicial Branch employees are prohibited from holding office in a political party or engaging in partisan activities that promote one political party or candidate over another in political elections. However, employees may hold non-partisan public office as long as there is no conflict of interest or appearance of impropriety with their duties performed for the Judicial Branch. The Chief Judge of the judicial district will have the authority to determine the existence of any conflicts. Employees must obtain prior approval from the Chief Judge before seeking or assuming any such office. It is important to note that any work related to the held office should not be performed during Judicial Branch working hours. Membership on a board or commission that requires registration or party identification as a qualification is not considered a partisan political office.