EMPLOYMENT OPPORTUNITY

JOB TITLE: Data Supervising Analyst
LOCATION: San Francisco or Sacramento
JOB OPENING #: 6014

OVERVIEW
The Judicial Council of California is accepting applications for the position of Supervising Analyst in the Data Analytics Unit for the Center for Families, Children and the Courts.

The Supervising Analyst will lead the office in implementation of branch wide data governance policies adopted to inform decision-making that enhance and expand vital and accessible services for all people of California. The position will develop a model for implementation of data governance by partnering with Center for Families, Children & the Courts (CFCC) data collection teams, the Office of Court Research (OCR) and Information Technology (IT) Office to determine a best practices approach that fits well within the organization. Implementation of the model and the ongoing work to refine it are key responsibilities of this position. The incumbent will develop and use an in-depth understanding of office data collection projects to recommend strategies to data collection teams and in some cases directly manage data collection projects. Migration of data and analytical tools to the branch data warehouse will be overseen by this position and carried out by members of their team. The Supervising Analyst will serve as CFCC’s Data Steward and provide input on policy and procedure recommendations that will be used branch wide, be the point of contact for executive and stakeholder requests for information and play a key role in ensuring CFCC data integrity.

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
- Develop an initial model for implementation of a data governance structure within CFCC in compliance with agency policies. The model will address the classification, access, use, sharing, maintenance, and disposal/retention of CFCC data.
- Implement a change management approach to this work to foster acceptance and adoption.
- Establish a comprehensive documentation process for data collection projects; engage with data collection teams to gather insights and input, oversee transition to the new process and provide technical support to teams. Through this process, develop a data collection inventory as a reference document.
- Oversee application and development of new standards to operationalize branch data governance policies.
• Collaborate with the Judicial Council’s Office of Court Research (OCR) and Information Technology (IT) Office in communicating those standards to data collection teams.
• Oversee deployment and refinement of the initial data governance model. Apply to projects based on the office data collection inventory and data collection team insights; collaborate with cross-functional teams to refine the model iteratively, and present analysis and recommendations for leadership approval.
• Ensure that data analytics are an integral component of all CFCC data collection projects, provide training on data analytics to data collection teams.
• Oversee the design and development of analytics for specified projects.
• Once protocols are determined, collaborate with OCR and IT to bring selected statewide reporting systems into the branch data warehouse, oversee migration of key data sets and analytical tools and develop protocols to ensure ongoing data quality assurance.
• Direct work of senior analyst with responsibility for collaborating with OCR staff on data reporting and analytics systems in the branch data warehouse and enterprise applications.
• Serve as Data Steward, ensuring adherence to data governance procedures, collaborate on policy and procedure development across offices and coordinate with OCR, IT and stakeholders.
• Establish regular check-ins with direct reports and data collection teams.

Other Duties and Responsibilities:
• CFCC Management Team meeting bi-weekly.
• Mandatory monthly review of ServiceNow deliverables with direct reports.

Supervisory Duties:
• Recommends selection of staff.
• Trains staff and proposes internal and external training courses and workshops.
• Provides for career development and planning for staff.
• Approves time off requests.
• Reviews and approves time sheets.
• Evaluates 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.
Desirable Qualifications:
- Experience establishing new data governance teams within large organization, particularly any work in the public sector.
- Experience leading teams with both technical and business members tasked with delivering data analytics.
- Technical skills in data analytics including R, Stata, SQL, PowerBI and any data warehouse technologies and managing teams using these applications.
- Background in leading efforts to gather business requirements from stakeholders.

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
This position is Open Until Filled and requires the submission of our official application, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by Friday, September 18, 2023.

To complete an online application, go to job opening #6014 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.

PAYMENT & BENEFITS*
$7,789 - $11,683 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)

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 explain how you would approach implementation of data governance and data analytics in partnership with other Judicial Council offices and in alignment with Judicial Council policies? What specific experience do you bring to this assignment?

2. The Judicial Council’s Center for Families, Children & the Courts is a interdisciplinary office that includes data analysts, attorneys, financial specialists, and program managers working on outcome-driven projects together. What do you see as the optimal role for research in this configuration? How could research improve the project quality? What challenges would you anticipate?

3. The Judicial Branch is dedicated to Access, Fairness, Diversity, and Inclusion. If selected for this position, how could you contribute to advancing these goals?