

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: Analyst (Limited Term)

LOCATION: San Francisco/Sacramento

JOB OPENING #: 6190

OVERVIEW

The Judicial Council of California is accepting applications for the position of Analyst in the Criminal Justice Services (CJS). The CJS is a dynamic, multi-disciplinary office made up of attorneys, researchers, analysts, and other subject matter experts. The office focuses on supporting courts to ensure public access to fair and equal justice in the criminal justice system.

The Analyst position is a regular, full-time, limited term assignment for a duration of no more than 2 years.

The Analyst position will focus on supporting evaluation of US Department of Justice State Crisis Intervention Program (SCIP) under a two year agreement with the Board of State and Community Corrections (BSCC). The SCIP program aims to expand and enhance collaborative justice courts, specifically mental health, and veterans' courts, with a focus on gun relinquishment and gun violence prevention efforts. The Analyst is responsible for coordinating all aspects of local court data collection to ensure accurate reporting and generally contribute to enhancing collaborative court impact evaluation efforts statewide. Initially, the analyst will support the Request for Proposal (RFP) process to solicit courts and their law enforcement partners interested in establishing or expanding mental health diversion programs with a special focus on gun relinquishment among participants by helping to define data collection requirements. The job responsibilities also include implementing a data management system to collect and analyze data. Also, this position will play a key role in planning and conducting interviews of local court and justice system partner staff to document current gun relinquishment practices among participants.

This is an Analyst level position that will report to a Supervisor.

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

RESPONSIBILITIES

- Plan and implement a data collection system to compile, store and analyze grantee data submissions:
 - Work with other Criminal Justice Services (CJS) staff responsible for collecting and storing data to determine best systems to recommend.

- Serve as lead point of contact for court questions about data submission.
- Prepare job aids for court staff and any justice system partners responsible for data collection and submission.
- Review, clean, and analyze data submissions. Prepare relevant portions of mandated program reporting to funder.
- Support an RFP process to select courts to implement mental health diversion programs with a special focus on gun relinquishment:
 - Help to finalize a draft RFP including data collection and program reporting requirements for applicants.
 - Review US DOJ State Crisis Intervention reporting requirements outlined in BSCC contract and other available state and federal program materials.
 - Recommend RFP response review criteria and considerations for data collection and reporting portions of applications.
 - Serve on review panel to select court applicants that meet program requirements.
- Work with Supervisor, Senior Analyst, and outside subject matter experts to document current gun relinquishment processes in criminal cases:
 - Research gun relinquishment law and any existing written guidance to courts and law enforcement.
 - Help to identify courts to interview to document current local gun relinquishment practices in criminal cases.
 - Work with Senior Analyst and outside subject matter experts to define interview questions and plan interview sessions.
 - Document court and law enforcement responses and prepare summaries.
- Work with Criminal Justice Services staff supporting Collaborative Justice Court programs to enhance statewide program evaluation efforts:
 - Summarize and share lessons learned from court data submission.
 - Review existing recommendations for Collaborative Justice Court data labels and definitions and validate against court submissions.
 - Make recommendations as needed for revisions or additions to data labels and definitions.
 - Operate in a manner that conforms to applicable data privacy and security standards.

MINIMUM QUALIFICATIONS

Bachelor's degree, and three (3) years of analytical experience in program analysis, development, implementation, research and/or evaluation. 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.

OR

Two years as an Associate Analyst with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Analyst in a California Superior Court or California state-level government entity.

OTHER

Please note, if you are selected for hire, verification of employment 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 **March 28, 2024**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #6190 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

\$7,082.00 - \$10,623.00 per month

(Starting salary will be \$7,082.00 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 mass transit 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

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, please provide a brief response to each of the following questions:

1. This position will assist Senior Analysts with collecting and compiling data related to aspects of the State Crisis Intervention Program. Please describe any experience you may have with collecting and compiling data.
2. This position may conduct interviews of local court and justice system partners. Please describe any experience you may have with observing, planning, conducting, or participating in interviews for research purposes.