Opportunity Information

Job Title: Probation Services Analyst II
Job Code: R43486
Location: Denver
District: 29 SCAO - Probation Services
Department: State Court Administrator's Office
Monthly Salary Range: $5,693.00 - $7,876.00
Posted Date: 08/17/2020
Closing Date: 08/31/2020
Position#: 29067
FTE: 1.0

* An eligibility list may be created from this job announcement

Contact Information

Name: Sherri Hufford
Title: Evaluation Unit Manager, DPS
Email: sherri.hufford@judicial.state.co.us
How To Apply: https://www.courts.state.co.us/Careers/Opportunities.cfm

Brief Description

Judicial Branch Overview

The Colorado Judicial Branch is a premier state government agency focusing on state trial courts and offender probation. Across the many varied career paths within the organization we universally recruit ambitious individuals to become valued public servants and future leaders. We are seeking applicants who want to contribute in making the Judicial Branch the "employer of choice" in Colorado. In addition, our desire is to hire professionals who consistently demonstrate integrity, embrace change, and contribute to the bottom line success of their smaller work team and the larger goals of the organization.

In return, you will gain valuable experience with a progressive organization known as one of the top judicial systems in the nation. The Judicial Branch allows employees to work with creativity in a unique culture defined by ethics, where execution, excellence and high performance are rewarded. Career opportunities abound within the organization as the average Judicial employee has tenure of 10+ years of service.

In a recent statewide employee survey an overwhelming majority of our employees ranked “sufficient work/life balance” as the #1 benefit of their job. Additionally, Judicial Branch employees take great pride in serving an organization that provides high-quality services to Colorado residents. Providing a positive work environment and culture with a competitive total rewards compensation package, the Colorado Judicial Branch is the solid career opportunity for which you have been seeking!

General Statement of Duties

Manages specific programs or serves as project leader in the Division of Probation Services to develop improved managerial procedures and practices in the Colorado Judicial Department’s probation business.
Minimum Qualifications

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Graduation from an accredited college or university with a bachelor's degree and four 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. Additional work experience in these or other related fields may be substituted on a year for year basis for the required formal education.

OR

One year of experience as a Probation Services Analyst I in the Colorado Judicial Department.

Additional Comments

This position is in the Division of Probation Services (DPS) and will primarily serve Colorado Probation and the business of the Colorado Judicial Department. The position includes data and policy analysis, as well as program and legislative support. The hiring salary for this position will be at the beginning of the listed salary range with little/no negotiation possible.

The Division of Probation Services office is located in Denver at the Ralph Carr Judicial Center. Some job responsibilities will require work in the office and in the judicial districts throughout the state, although it is anticipated there will be some flexibility to work remotely if preferred.

The anticipated hiring timeline for this position is as follows, and is subject to change:

- Written Exercise – Due September 17, 2020
- First Interview – September 17, 2020
- Second Interview – September 21, 2020
- Third Interview – October 1, 2020

If selected for an interview, you will be provided the specific details to prepare for the written exercise.

Analyst II Preferred Qualifications: The ideal candidate will possess strong leadership skills and be service-oriented. Candidates should have knowledge of research-supported practices in corrections or community supervision, and the legislative process. Ideally, candidates will have formal experience with data and policy analysis. Experience in using ICON/Eclipse, statistical analysis software and MS Office programs (e.g. PowerPoint, Word, Excel, Publisher) is also strongly preferred. Interested applicants should describe these specifically in the application, resume, cover letter and responses to screening questions.