EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR ANALYST
LOCATION: SAN FRANCISCO OR SACRAMENTO
JOB OPENING #: 5443

OVERVIEW
The Judicial Council of California is accepting applications for the position of Senior Analyst within the Criminal Justice Services office.

This position is a key member of the Criminal Justice Services office. The incumbent will act as lead staff on all data related needs of the MyCitations/Online Ability to Pay program or the Pretrial Pilot Project. Both the Ability to Pay and the Pretrial Pilot are complex projects that involve programming, statistics and other analytic tasks, legislatively mandated reporting, program evaluations and occasional high priority inquiries from court leadership, the legislature and other criminal justice stakeholders. The incumbent will also fill the role of subject matter expert in data collection, data wrangling, statistical analysis, and will serve as a resource for the branch on data management and governance.

The ideal candidate will be a creative problem solver who is motivated by the opportunity to use data and statistics to inform decision makers in the field of criminal justice.

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, $130 monthly stipend towards public transit 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 San Francisco or Sacramento office.

RESPONSIBILITIES

• Manage large scale individual- or case-level data collection for one or more projects.
  o Lead a collaborative R coding environment that allows team members to work simultaneously on a project.
  o Act as an R coding expert, consulting with and teaching less experienced R users.
  o Act as IT liaison for CJS on all data collection, validation, and storage.

• Conduct complex analyses on high-profile CJS projects for the purposes of informing criminal justice policy.
  o Keep project and office leadership updated on ongoing analyses.
  o Present findings in multiple formats including graphs, tables, dashboards, and infographics.
  o Instruct team members in appropriate statistical techniques, as needed.

• Lead writing of quantitative data reports for a general audience
  o Author, co-author and review JC and legislative reports.
  o Lead entry level analyst in data interpretation and presentation.
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:
- Strong statistical skills and a Master’s degree in Public Policy, Statistics, Data Science, Economics or related field.
- Expertise cleaning, manipulating, and analyzing large datasets with R.
- Experience with PowerBI or other dashboard software.
- Experience working with SQL and relational databases.

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
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on Tuesday, November 23, 2021. This position requires the submission of our official application, a resume and a response to the supplemental questions.

[INTERNAL] To complete the online application, please click the Apply for Job button.
[EXTERNAL] To complete the online application, please visit to https://www.courts.ca.gov/careers.htm and search for JO# 5443.

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
Salary Range: $7,090 - $10,635 per month
(Starting Salary: $7,090 per month)

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
• 1 personal holiday per year
• $130 transit pass subsidy per month
• 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
For
Senior Analyst (JO#5443)

To better assess the qualifications of each applicant, we will review your response to the following question. Please indicate for which employer you performed these functions. Your answers should not exceed two pages.

1) Please describe the most challenging data you have worked with. What were you trying to achieve with the data, and how did you approach the problems you confronted?