

ADMINISTRATIVE ANALYST – CONFIDENTIAL

DEFINITION

Under direction, performs complex analytical duties involving statistical, financial, and management analyses in support of the administration of Court operations, systems, processes, policies, and strategies in the areas of Court administration, human resources, budget, labor negotiations, and public information. May perform other related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this professional classification are fully competent to independently perform professional analytical assignments within general policy and procedural guidelines; responsibilities require the use of independent judgment, the application of analytical processes and the evaluation of alternative courses of action.

TYPICAL TASKS

- Works with Court departments and/or outside agencies to address a variety of questions, issues, or problems of interest to management by identifying relevant facts, gathering data, analyzing information, formulating conclusions, summaries, and recommendations
- Organizes, prepares, and presents information and findings in appropriate formats for the intended audience
- Serves as a technical resource to Court staff, and other state and local agencies
- Responds to formal and inform information requests from other agencies and coordinates information sharing
- Represents the Court in meetings with outside agencies regarding assigned projects
- Prepares analyses and monitors the effectiveness and results of new initiatives
- Prepares narrative, graphic and statistical reports with recommendations for resolving issues
- Provides liaison and staff support to a variety of committees, commissions and work groups, and local justice partners
- May perform, direct or monitor administrative support to Judicial Officers, Directors, and Executive Management
- Maintains calendars, schedules meetings, conferences for Judicial Officers and Executive Management as necessary
- May serve as public information liaison for the Court
- Performs work under the direction of the Court's Human Resources Director in the areas of recruitment and selection, classifications and compensation,

employee relations, training and staff development, payroll and benefits, personnel policies and regulations, and compliance programs (e.g. EEOC, ADA, FMLA, etc.)

- Participates in or provides technical/analytical support for budget development and in labor relations/negotiations with recognized employee organizations
- Coordinates process for bi-annual revision and publication of local rules of Court

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of data collection, analysis and change implementation
- Techniques and methods of administrative analysis including fundamentals of statistical analysis, program evaluation, data manipulation, cost-benefit analysis, budget analysis, and analysis of legal documents
- Trial Court and local governmental organization administrative processes and legal practices
- Project management and contract administration
- Current organizational practices and theories
- Research and statistical evaluation and reporting techniques
- Complex organizational statements and reports
- Preparation of fiscal statements, organizational reports and related documentation
- Labor relations practices, laws and negotiation techniques
- Computer applications related to the work
- Preparing effective reports, procedures, correspondence and other written materials
- Federal, state and local laws, regulations, Court decisions, and policies and procedures applicable to assigned areas of responsibility
- Correct English usage including spelling, grammar and punctuation

Ability to:

- Analyze program, procedural, and/or operational issues; evaluate alternatives and reach sound, logical, and fact-based conclusions and recommendations
- Collect, evaluate, and interpret appropriate and applicable data in statistical, financial, or narrative form; evaluate previous research on topics relevant to assigned duties
- Apply sound and creative problem solving techniques to resolve issues and problems; present conclusions and recommendations clearly, logically and persuasively
- Organize work, set priorities and meet critical deadlines

- Develop and implement goals, objectives, policies, procedures, and work standards
- Analyze, identify and correct discrepancies or errors in financial or statistical documents
- Plan and organize the work of others in a team
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with staff at all levels in the organization
- Understand, interpret, explain, and apply laws, regulations, ordinances, and policies applicable to assigned responsibilities and projects
- Operate a computer using standard business software and operate standard office equipment, including word processing, spreadsheet, presentation, graphics and database programs
- Maintain confidentiality of Court documents and records
- Exercise independent judgment and initiative within established guidelines

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs., such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

- 1) Graduation from an accredited four-year college or university in political science, business administration, public/policy administration or a closely related field, and three years of progressively responsible professional experience in a related field. **OR**
- 2) Graduation from an accredited four-year college or university in any field, and four years of progressively responsible professional experience in a related field. Experience may be substituted for the educational requirement on a year-for-year basis up to four years.