



JUVENILE COURT MANAGEMENT ANALYST - ADMINISTRATIVE OFFICE OF THE COURTS - SALT LAKE CITY

The Utah State Courts seeks talented and motivated individuals to help in its mission “to provide the people with an open, fair, and independent system for the advancement of justice under the law”.

Do you want to be part of an organization whose people are passionate about a bold and noble purpose?

Do you have experience in research and analysis as well as training in research methods and statistical analysis?

If so, this may be the perfect opportunity for you to join an energetic, mutually supportive, and visionary team as a Juvenile Court Management Analyst.

Salary: \$23.94 - \$28.43

Opening Date: 11/8/22

Closing Date: 11/18/22

Number Of Openings: (1) Full-time, FLSA non-exempt, at-will position with benefits | Monday - Friday | 8:00 am - 5:00 pm | Telework

Physical Address: Administrative Office of the Courts - Matheson Courthouse (450 South State Street | Salt Lake City, UT 84114)

Benefits: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. There is a great deal of flexibility in this position for working remotely, hybrid, or in-person depending on individual circumstances. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

Driver's License Requirements: Employees hired for this recruitment will be subject to the Driver Eligibility standards.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete this application process, please contact Sarah O., Courts HR Generalist, at saraho@utcourts.gov.

Job Description

Under general direction of the Juvenile Court Administrator, collects, organizes and manipulates data for use in performing routine data analyses; conducts research; and writes reports relevant to juvenile court data and projects. Specific to the CIP portion of the duties, develop and lead CIP data collection, analysis, and CIP project evaluation efforts.

Example of Juvenile Court Data Duties

- Collect, organize, and manipulate data for use in development of policies, trends and special studies.
- Utilize statistical methods to sample, interpret, evaluate, and analyze data.
- Assist with development and maintenance of the data system and train users as necessary.
- Assist in the development of annual reports; assemble statistics for planning purposes and make projections; assemble and analyze a variety of statistics of caseload and court work activities.
- Assist with the data quality effort, ensuring data being generated is valid.
- Provide consultation and technical assistance to managers with data extraction and interpretation needs.
- Identify additional information that will facilitate effective court and juvenile probation management and coordinate the development of new reports; train managers in the use of management information reports.
- Provide background statistics or other material for committees to use in forming the basis for court administration and judicial branch policy decisions.
- Prepare comprehensive data analyses and technical assistance to individual courts.
- Respond to questions and provide information and data to management, staff, and other governmental agencies and the public.

- Draft reports, summaries, and newsletter articles on research and planning projects; deliver oral presentations to various audiences as appropriate.
- Build reports using best practices within the reporting system.
- Perform other related duties as assigned including assignments from other court levels.

Example of CIP Data Duties

- Lead efforts with data collection to assist in determining what areas CIP projects should target. The CIP grant requires us to meet regularly with DCFS to examine agency and court data in order to establish activities for both the court and agency to target improvement. Important areas to examine include reducing maltreatment, reducing unnecessary removals, improving family time/visitation, improving placement stability, education stability, or increasing quality, quantity, or timeliness of reunifications, adoptions or guardianship.
- Work with DCFS to collect and share critical data important to understanding our practice regarding the Indian Child Welfare Act.
- Work on pending evaluation research with the Capacity Building Center for Courts on Reasonable Efforts Findings to understand what factors influence judges' reasonable efforts findings and how reasonable efforts findings relate to case outcomes in child welfare cases. These opportunities have been invaluable because they provide in-depth analysis of our court's performance as well as take on time-intensive data collection.
- Analyze and summarize the data relevant to bi-yearly CFSR Data Profiles from the federal government. They provide information on Utah's performance on seven statewide data indicators around permanency and safety.
- Draft surveys to solicit feedback on different projects and summarize the feedback for various groups.
- Prepare data sharing agreements for various evaluation projects.

Typical Qualifications

- Master's degree in Social Science with a strong focus on research and analysis **OR** a Bachelor's degree in Social Science with a strong focus on research and analysis PLUS three (3) years of experience related to the duties of this position. Training in research methods and statistical analysis is required.
- Ability to clearly communicate effectively in oral and written form, including ability to compose letters; ability to follow oral and written instructions.
- Work effectively as a team member and with individuals at all levels in the organization; deal with people in a manner which demonstrates sensitivity, tact and professionalism.

Supplemental Questions

- * 1) Select the highest level of education you've completed.

Less than Bachelor's Degree
 Bachelor's Degree
 Master's Degree

JD/PhD

- * 2) This position requires three (3) years of experience in data analysis. Select the category that best describes your professional experience doing data analysis work.
 - None
 - Less than 3 years
 - More than 3 years

- * 3) Summarize your experience in data analysis. Please include information such as programs used, nature of tasks and duties assigned, level of autonomy and reporting.

- * 4) Briefly summarize your experience with courts, juvenile courts, juvenile justice and/or child welfare.

- * 5) Briefly describe your working knowledge of MS Access, MS Excel, IBM Cognos, other statistical tools.

- * 6) Please describe how you would go about becoming familiar with a data reporting tool you have not used before.

- * 7) Please provide a specific example of a data challenge you were given and how you went about completing it.

- * 8) Are you a current or former State of Utah employee?
 - Yes
 - No

- * 9) As a veteran of the armed services, you may be entitled to preference when seeking initial employment with the Utah State Government (Utah Code 71-10-1). Please indicate your veteran status.
 - Veteran
 - Not a Veteran
 - Veteran with a disability or Purple Heart recipient
 - Spouse, widow, or widower, of a veteran
 - Spouse, widow, or widower, of a veteran with a disability or Purple Heart recipient

- *10) Having applied for an employment opportunity with the Utah State Courts, I hereby authorize the Utah State Courts to conduct a thorough background check including but not limited to references, employment records, convictions, and criminal records. I understand that such background checks will only be made upon final selection for

an employment position and that all information will be kept confidential and released only to authorized representatives. I understand that any falsification of data on my part will result in disqualification from further consideration (prior to approval) or dismissal (if already approved); and that certain offenses may bar me from further consideration or result in termination. I hereby release the Utah State Courts and all authorized parties from any civil or criminal liability from my background check.

I acknowledge I have read the above statement.