



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: September 2, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14790023

State Class. No. and PayGroup: 0653/B24

State Job Title: Data Analyst IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Senior Data Analyst

Location: Austin, Texas

Monthly Salary Range: \$5,833.34 - \$7,500.00

Type of Job: Full Time Part Time

Remarks: Temporary Position funded through September 2022

Travel Required: Yes 5% No

Job Description:

In partnership with the Supreme Court of Texas Children's Commission, the Texas Office of Court Administration is seeking a full-time Senior Data Analyst. This position works in the Research section of the Research and Court Services Division which is responsible for analyzing and presenting data for judicial branch issues and initiatives. The position is a temporary position, with funding through September 20 22.

Performs complex (journey-level) data analysis and data research work related to child welfare and court data. Work involves conducting detailed analyses on the impact of remote and in-person hearings to address the needs stemming from COVID-19 to ensure safety, permanence, and well-being needs of children are met in a timely manner. Work will also include making recommendations based on data analysis findings, providing results, and monitoring and implementing data quality. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Responsible for providing, analyzing, interpreting, and presenting child welfare related data to the judiciary and larger child welfare serving community.
- Oversees the successful implementation of various data initiatives in partnership with the Supreme Court of Texas Children's Commission.
- Collects, compiles and queries data.
- Identifies and interprets data patterns and trends and assesses data quality.
- Analyzes data and evaluates systemic disproportionality and disparities based on socioeconomic status, race, gender, ethnicity, etc.
- Consults with judges and other subject matter experts on methods for capturing and utilizing court data.

- Prepares concise and comprehensive reports to present and interpret data and makes recommendations based on data research findings to assist the judicial branch with policy work and decision making on related matters.
- May develop and deliver presentations relating to child welfare and court data.
- Responds to data and research requests as needed.
- Serves as a liaison and facilitates discussions amongst the judiciary and child welfare serving community.
- Participates in the work of committees, task forces and other entities focused on the collection and use of child welfare and court data.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in business or public administration, government, computer science, statistics, data science, business analytics, mathematics, or related field; may substitute four years of full-time relevant experience for required education.
- Four additional years of progressively responsible full-time experience in research or statistical work.
- Experience with data compilation and analysis, program evaluation, or research.
- Ability to collect, compile, review, analyze, and evaluate statistical data and to conduct qualitative and quantitative analyses.
- Substantial experience with Excel or other software tools used to manipulate and analyze data and to produce graphs, charts, and tables.
- Ability to communicate professionally in writing and orally and to translate complex information into common terms.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines.
- Ability to work effectively with a wide variety of internal and external customers.
- Proficient in Microsoft Office Suite.

Preferred Qualifications:

- Graduate degree preferred with major course work in the above areas of study.
- Experience in a judicial organization or child welfare.
- Experience with using relational databases.
- Experience with or knowledge of the Texas child welfare system and Texas judicial system.

Employment Conditions:

- Regular attendance required.
- Travel may be required.
- Operates standard office equipment, computer hardware and software.
- Employment may be remote.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

35L, 255A, CTN, 681X, IS, ISM, 2652, 8846, 14NX

Additional Military Crosswalk information can be accessed at:

<https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSCPlanningResearchandStatistics.pdf>

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.