

**Idaho Judicial Branch
Position Description**

Position Title:	Policy Analyst
Effective Date:	January 2020
Salary Range/Grade:	Pay Grade 16/ \$58,986 - \$88,479
FLSA Status:	Exempt - Administrative
Job Category:	Professional

General Position Summary:

The Policy Analyst researches, analyzes, and develops policy for the state court system. This position works under the general supervision of the Court Operations Manager.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which incumbent in this position may be required to perform.)

- Conducts research and analyses of best practices in court operations and court processes;
- Develops survey methodologies and survey instruments for electronic distribution and data capture;
- Analyzes and interprets data and develops reports and recommendations;
- Provides leadership, policy guidance, and support to judges, court administrators, and other court personnel;
- Serves on various court committees and work groups;
- Prepares materials for review by committees;
- Assists in the development of new and amended court processes, policies, and procedures;
- Prepares reports and policy recommendations;
- Generates process flows, system maps, and other documentation which illustrates policies, processes, practices, and system interfaces;
- Identifies operational and financial impacts of policy changes and identifies strategies to address needs;
- Works with other administrative staff to obtain and evaluate data related to court operations;
- Identifies training needs and works with other administrative staff to provide training;
- Acts as liaison and coordinates analysis and planning efforts with other agencies and organizations;
- Coordinates activities involving the implementation of policies;
- Recommends, designs, and evaluates changes to forms and reports;
- Develops and maintains effective working relationships and communications within the Idaho Judiciary and other justice partners throughout the state.

Minimum Qualifications:

Education and Experience:

- Bachelor's degree in Business Administration, Public Administration, or a related field required; Master's degree preferred;
- Minimum of three years of experience in conducting research and policy analysis.

Knowledge, Skills and Abilities:

- Knowledge of policy planning and development;
- Knowledge of data collection and reporting;
- Knowledge of survey development, methodologies, and data analysis;
- Knowledge of state and local governmental/legislative/political systems and processes;
- Knowledge of the Idaho judicial system preferred;
- Skill in developing written manuals, procedural instructions, and other documents;
- Skill in critical thinking;

- Ability to understand, interpret, and apply laws, rules, policies, and regulations pertaining to court operations;
- Ability to analyze complex issues and data and develop feasible solutions;
- Ability to write clear and concise reports, complete with recommendations;
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely verbally and in writing;
- Ability to establish effective cooperative working relationships with judges, court staff, state agencies, and others;
- Ability to work independently with very little direction and prioritize and manage time well;
- Ability to organize work in order to meet deadlines of multiple projects and achieve desired work results.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Application Instructions:

If interested in being considered for this position, please complete the employment application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. ***Application materials must be received by 5:00 p.m., MST on _____.***

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.