

Idaho Judicial Branch
Position Description

Position Title:	Research and Evaluation Analyst
Effective Date:	January 2022
Salary/Range:	Grade 16/ \$61,500 - \$69,360
FLSA Coverage:	Exempt - Administrative
EEO Job Category:	Professional

General Position Summary:

The Research and Evaluation Analyst position will be responsible for research and program evaluation of various projects and programs within the Administrative Office of the Courts (AOC). This position will be primarily responsible for the development and implementation of various research and evaluation methodologies to answer complex research questions, as well as provide ongoing data reporting support and consultation, which will include data analysis of case management system data as well as data from other systems. This position will support the data analysis and program evaluation needs of various court stakeholders in the areas of problem-solving courts, pre-trial release, child protection, children and families, domestic violence, guardian ad litem, and guardianship and conservatorship. The position works under the general supervision of the Manager of the Data and Evaluation Department.

How We Work:

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

Major Duties and Responsibilities:

- Consults with court stakeholders collaboratively and effectively in the design of evaluations to ensure the questions are aligned with program objectives and goals and provides ongoing professional consultation on research and evaluation needs;
- Designs and manages large research and evaluation projects from initial request to final report which includes the development and implementation of mixed methodologies for both process and outcome-based evaluation projects;
- Reports both simple and complex findings in a clear and understandable way through a variety of methods and with consideration of best practices for data visualization;
- Presents report findings to committees and other stakeholder groups and articulates recommendations of future action based upon the findings;
- Analyzes data through robust statistical analysis (e.g. regression analysis or t-tests) to ensure findings are both significant and meaningful;
- Utilizes statistical programs to compile and analyze data from multiple databases to prepare clear reports and assist with grant progress reports;
- Assesses current statistical software and practices and leads recommendations for improvements to ensure ongoing excellence in statistical reporting;
- Performs data cleaning of large data sets to ensure accuracy in data reporting and analysis;
- Develops and provides recurring pertinent information for reporting to committees and other organizations;
- Coordinates and communicates with personnel from the AOC and with system users and providers of data about various court service operations;

- Works to ensure accurate and consistent data entry and data collection statewide by working collaboratively with AOC staff, court and county personnel;
- Updates manuals, develops standard definitions of key data elements, and develops “how to” documents and other printed data system support materials;
- Identifies system changes that impact data needs and problem-solves how to ensure quality data entry and collection;
- Performs other duties as assigned.

Minimum Qualifications:

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities of the position.

Education and Experience:

- Graduation with a Master’s Degree from an accredited college or university with a relevant area of study;
- Three years of relevant work experience working with data and data systems; experience working with court systems is preferred;
- Three years of relevant work experience conducting program evaluations including designing, implementing, and reporting;
- Experience using Microsoft Excel, SPSS or other statistical software.

Knowledge, Skills, and Abilities:

- Knowledge of research methods, research design, and principles of statistics;
- Knowledge of and experience with the following software: Word, PowerPoint, Excel, and Access.
- Knowledge of and experience with SPSS, R, or other statistical software;
- Knowledge of and experience with a variety of research methodologies such as survey research, focus groups, interviewing, quantitative and qualitative analysis;
- Knowledge of research ethics, policies related to human subject research, and confidentiality and security issues related to data sharing;
- Knowledge of performance measurement preferred;
- Knowledge of the court system and caseload management preferred;
- Skill in presenting research and evaluation results to a variety of audiences;
- Skill in consulting with stakeholders on their data needs and translating stated needs into data outputs
- Ability to establish and maintain effective working relationships with judges and court staff;
- Ability to prepare analytical (research) reports or materials.
- Ability to work effectively with multiple committees
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely, both verbally and in writing;
- Ability to prioritize work;

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.

Updated: 3/2020 SG; 4/2021 SG