



Colorado Judicial Branch

Applications must be submitted before 11:59 p.m. on the closing date. Incomplete or new applications will not be accepted after this time.

Court Programs Analyst III – Competency Programs

JOB CODE

JD04068

LOCATION

Denver / Denver County

DEPARTMENT

Office of the State Court Administrator

POSTED

21-Jun-2024

CLOSES

12-Jul-2024

POSITION NUMBER

29361

FTE LEVEL

1.0

POSITION INFORMATION

Job Code: R42474

Full Time Salary Range: \$89,536.00 - \$129,827.00

FLSA Status: Exempt

Click here (<https://www.courts.state.co.us/Careers/Benefits.cfm>) for information on employee benefits.

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

MISSION STATEMENT

The Judicial Department works to provide equal access to justice, contribute to public safety, and strengthen the rule of law across Colorado. Together our courts and probation departments are committed to impartial and timely dispute resolution; support for families, litigants, and victims; client rehabilitation; and meaningful community engagement.

STATEMENT OF DUTIES

General Statement Of Duties:

Manages specific programs and / or serves as project leader to develop improved managerial procedures and practices in the Colorado Judicial Department's court system.

Distinguishing Factors:

In addition to managing programs and/or projects which must consume 50% of the employee's time (managing programs or projects includes assigning tasks, monitoring progress and work flow checking, scheduling work, and establishing work standards), the Court Programs Analyst III position is distinguished from other classifications due to the supervisory responsibility for 3.0 or more full-time employees. If an employee does not meet the supervision requirement a Division may, in consultation with the Director of Human Resources and with the approval of the State Court Administrator, utilize this classification if the employee has responsibility for independently managing a highly specialized complex program or project. The complexity is reflected in a need for more sophisticated analytical methods and problem solving techniques. Work typically involves coordination with Director level positions within and external to the Judicial Department. The program or project schedule must exceed 12 months. A maximum of 30% of all Court Program Analysts may be classified as a Court Program Analyst III in a Division. This position will receive supervision from a Court Programs Analyst IV, Administrator or Division Director.

ADDITIONAL COMMENTS

The Division of Court Services office is located in Denver at the Ralph Carr Judicial Center. Court Services operates from a flexible workplace arrangement policy where both remote and in-person work are utilized on an individual basis.

This position is part of the Criminal Justice Programs Unit (CJPU) within Court Services. The Court Services Divisions is currently a community of more than 60 employees supporting a variety of initiatives and programs related to trial courts in the state of Colorado. The Court Services Division values diversity and inclusivity and is seeking applicants from diverse backgrounds, experiences and demographics that share these same values.

The Criminal Justice Programs Unit (CJPU), is a vital division within Court Services, comprising a diverse community of over 60 dedicated professionals in Colorado. We are committed to advancing justice and supporting various initiatives and programs aimed at improving the efficacy and fairness of our trial courts. Within CJPU, our focus extends to critical areas such as diversion, restorative justice, competence to proceed programs, and problem-solving courts. These efforts are underpinned by a strong commitment to diversity, inclusivity, and community engagement. We value collaboration and innovation in addressing complex challenges within our

criminal justice system, working towards equitable outcomes and meaningful impact for all individuals involved.

This position within CJPU will play a crucial role in supervising court programs analysts assigned to the competency programs team. Our competency programs support over 150 team members across approximately 14 programs and competency court dockets spread across 22 judicial districts, serving approximately 750 program participants. As a leader within our organization, you will have the opportunity to guide and support a dedicated team committed to delivering effective services and interventions that positively impact individuals with mental health challenges within the legal system. If you are passionate about criminal justice reform and possess strong leadership and organizational skills, we encourage you to apply and be part of our dynamic team dedicated to promoting justice and supporting our communities.

ESSENTIAL FUNCTIONS

Manages and administers state wide court programs and projects in the Division of Planning and Analysis; leads or supervises other analysts and team members on projects.

Identifies areas to implement new court policies and procedures; coordinates implementation with various court systems and other state agencies.

Reviews and evaluates organizational policies, practices, structure, functions, programs, work methods, resources, relationships between various court systems, and management and program performance; increases efficiency and effectiveness of state court systems.

Compiles and analyzes information collected; verifies accuracy of information; identifies issues and problems; formulates recommendations that will encourage change within the Division.

Identifies problems within various departments of the state court system; offers recommendations and implements solutions; compares estimates and trend projections through the application of mathematical or statistical methods.

Drafts rules, administrative recommendations, Chief Justice Directives. Prepares reports, schedules, forms, procedures and directives based upon research and evaluation of issues and problems.

Analyzes proposed legislation, judicial processes, and procedures for possible impact on the court system.

Prepares budget requests and monitors budgets for small projects; prepares and monitors grant requests.

May be responsible for recruitment and selection of unit employees.

May establish expectations and provide employee performance feedback on an on-going and annual basis.

May assist subordinates in establishing goals.

May evaluate subordinates' goal achievement through conferences or informal meetings.

May provide recommendations regarding subordinate's employment probationary/trial period.

Provides orientation and on-going training, mentoring and coaching to existing subordinates.

Makes provisions for subordinates to attend outside training.

May provide cross-training and interdepartmental training.

May assign duties and responsibilities to staff; develops and establishes procedures for operating and maintaining required administrative systems.

Establishes response procedures designed to address internal and external requests for information.

ESSENTIAL FUNCTIONS CONT.

Some positions may prepare grant proposals, monitor grant funds, and prepare grant completion reports.

Attends meetings and training as required.

Performs other duties as assigned.

Supervisor Responsibilities:

May have supervisory accountability for other employees, volunteers, or interns. May plans, directs and coordinates activities for a unit. Duties include scheduling and assigning of work, training in all facets of work, quality control, and decisions impacting the pay, status and tenure of others. May conduct performance appraisals, and provides input into and participates in discipline, dismissal, and hiring processes.

MINIMUM QUALIFICATIONS

Minimum Education:

Graduation from an accredited college or university with a bachelor's degree and five years of management analysis experience in statistical or economic analysis, office systems, methods and procedures, work measurement, forms design, program planning or other related fields, which must have included one year of supervisory experience. Additional work experience in these or other related fields may be substituted on year for year basis for the required formal education.

OR

Two years as a Court Programs Analyst II in the Colorado Judicial Department required.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers and reach with hands and arms. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet. This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously; and may occasionally handle absentee replacement on short notice.

Equal Employment Opportunity, Affirmative Action, and Americans with Disabilities Act Employer Notice

Each individual employed must provide proof of identity and eligibility for employment.

NOTICE: Employees hired after March 1, 1988, are required to enroll in the direct deposit program for payroll.

Request for accommodation: If you have a mental or physical impairment that affects one or more significant life activities (such as mobility, hearing, vision, speech, breathing, learning, etc.) and require reasonable accommodations for testing or interviewing, it is your responsibility to inform the office scheduling the interview or test at least three working days in advance. If you need reasonable accommodation at the workplace, please notify the hiring authority.

NOTICE: All prospective employees of the Colorado Judicial Branch are subject to a background investigation before being hired. Upon request, you can obtain a copy of the Equal Employment Opportunity Utilization Report.

INFORMATION ALERT: Judicial Branch employees are prohibited from holding office in a political party or engaging in partisan activities that promote one political party or candidate over another in political elections. However, employees may hold non-partisan public office as long as there is no conflict of interest or appearance of impropriety with their duties performed for the Judicial Branch. The Chief Judge of the judicial district will have the authority to determine the existence of any conflicts. Employees must obtain prior approval from the Chief Judge before seeking or assuming any such office. It is important to note that any work related to the held office should not be performed during Judicial Branch working hours. Membership on a board or commission that requires registration or party identification as a qualification is not considered a partisan political office.