



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: January 6, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14313286

State Class. No. and PayGroup: 1622/B28

State Job Title: Director III

FLSA Status: Exempt Non-Exempt

Agency Job Title: Deputy Director, Research

Location: Austin, Texas

Monthly Salary Range: \$9,333.34-\$9,833.34

Type of Job: Full Time Part Time

Remarks: Home-based position for part of 2021 depending on circumstances and Director approval. Salary commensurate with experience.

Travel Required: Yes 15% No

Job Description:

Performs highly advanced (senior-level) managerial and research work providing direction and guidance in the daily operations of the Research Section of the Research and Court Services Division. Work involves developing and coordinating the research agenda at the Office of Court Administration, and overseeing the collection and analysis of judicial branch data. Responsible for overseeing the collection of and analysis of qualitative and quantitative data from various internal and external sources. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules and regulations; developing schedules, priorities and standards for achieving established goals and business needs; developing and evaluating budget requests and monitoring budget expenses. Plans, assigns, and supervises the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Manages and supervises the Research Section of the Research and Court Services Division, which is responsible for collecting, providing, reporting, and analyzing court-related data and statistics for judicial branch issues and initiatives. In addition, it is responsible for researching and studying the judicial branch of Texas to assist with the development of policy, implementation of legislation, administration of the courts, and the provision of technical assistance. Plans, assigns and provides direct supervision to research staff within the division.
- Oversees the development of a research agenda for the Office of Court Administration and in the development of statistical and narrative reports and presentations. Determines and reviews the scope and methodologies of research projects and areas to be evaluated. Oversees the collection,

compilation, and analysis of data using statistical methods and relational databases to analyze data sets, and conducts quality assurance reviews on research projects.

- Assists with the completion of special projects as assigned; develops project plans and timelines, coordinating with internal and external stakeholders to carryout projects to completion. May represent the agency on committees and/or task forces.
- Assists with the analysis and implementation of legislation, rules, and policies related to the Judicial Branch of Texas and the Office of Court Administration.
- Participates in activities related to strategic planning and strategic initiatives, overseeing projects and the development of policies within the Division and the agency.
- May conduct training, provide technical assistance, or give presentations to judges, clerks, court administrators, court coordinators, and others about judicial research initiatives, data reporting, and data quality best practices.
- Assists Division Director with long-range budgetary plans, programmatic activities, personnel management, and resource allocation. Assists in the prioritization of Research and Court Services Division-related projects.
- Oversees and directs the work of research staff on industry trends, judicial branch policy, special requests, and legislative issues.
- Reviews and recommends changes in judicial data reporting procedures and management practices.
- Represents RCSD Director in his/her absence. Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in criminal justice, business or public administration, computer science, statistical analysis, research methodology, library methods, or a closely related field. Experience and education may be substituted for one another.
- Three years of progressively responsible experience supervising or managing subordinates.
- Experience in directing research and planning work.
- Knowledge of statistical concepts and methods and their application to research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies.
- Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs.
- Ability to plan, organize, and oversee research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; and to interpret and publish research findings;
- Ability to write and review technical documents, such as procedures, standards, reports, and training materials.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines.

- Ability to direct and organize program activities and/or business functions; to establish goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.
- Experience with project management tools and techniques.

Preferred Qualifications:

- Master's degree in public or business administration, social science, applied research, criminal justice, court administration, or a related field.
- Knowledge of local, state and federal laws and court administration principles relevant to program areas.
- Experience with or knowledge of the Texas judicial system.

Employment Conditions:

- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.
- Ability to work more than 40 hours as needed and in compliance with the FLSA.

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.

641X, MGT10, 8003, 90Go

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

Submit a complete application through Work In Texas at 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.