



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: September 20, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14824121

State Class. No. and PayGroup: 1573/B20, 1574/B21, 1575/B23

State Job Title: Program Specialist IV-VI

FLSA Status: Exempt Non-Exempt

Agency Job Title: Policy Analyst

Location: Austin, Texas

Monthly Salary: \$5,000.00 – \$6,666.67

Type of Job: Full Time Part Time

Remarks: This posting is for one position, either a policy analyst or a senior policy analyst, depending on training and experience of the selected candidate. Salary commensurate with qualifications and experience.

Travel Required: Yes 30% No



About the Texas Indigent Defense Commission (TIDC)

TIDC Mission: Protecting the right to counsel, improving public defense

TIDC funds, oversees, and improves Texas public defense. Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding public defense in all 254 Texas counties.

- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense data.
- Drafting and testifying on public defense legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense.

Last year, TIDC awarded over \$35 million in public defense funding, added public defender offices in 10 counties, monitored public defense in 32 counties, trained over 3,000 people, launched a new data portal, and released a major publication on public defender offices.

Learn more at tidc.texas.gov.

Job Description:

As a TIDC policy analyst, you are part of a team that improves Texas public defense through court observation, interviews, record review, investigation, and writing. When you find problems with a public defense system, you recommend changes and work with judges, lawyers, court personnel, and county officials to create better public defense systems and comply with the Fair Defense Act.

In addition to these core duties, policy analysts have some flexibility to work on other TIDC projects, including presentations, publications, public defender office planning, and more.

Program Specialist IV (Policy Analyst): You provide highly complex (senior-level) assistance to staff, government agencies, community organizations, and the public. You work under limited supervision, with moderate latitude for the use of initiative and independent judgment. You may train others.

Program Specialist V and VI (Senior Policy Analyst): You perform advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing a major agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, and the public. You will work under limited supervision, with considerable latitude for the use of initiative and independent judgment. You will interpret laws and lead policy monitoring report drafting.

Essential Job Functions:

Program Specialist IV (Policy Analyst):

- Conducting court observations, interviews, and record reviews to investigate county public defense systems
- Assessing counties' compliance with state laws
- Writing policy monitoring reports
- Providing technical assistance to counties to promote compliance with the Fair Defense Act

- Training attorneys, judges, and court personnel on public defense best practices
- Performing other tasks to monitor or improve Texas public defense

Additional job functions for Program Specialist V or VI (Senior Policy Analyst):

- Leading court observations, interviews, and record reviews to investigate county public defense systems
- Consulting with high-level county officials
- Working on or leading other major TIDC policy initiatives

Minimum Qualifications:

Program Specialist IV (Policy Analyst):

- Bachelor's degree
- Two years of graduate studies in law, public policy, or related field
- Superior written and oral communications skills
- Skill in using Microsoft Office applications
- Strong desire to improve Texas public defense

Additional minimum qualifications for Program Specialist V-VI (Senior Policy Analyst):

- Experience in public defense representation or policy
- Knowledge of local, state, and federal laws relating to public defense
- Skill in conducting legal research

Preferred Qualifications:

- Juris Doctor
- Demonstrated leadership skills

Employment Conditions:

- Regular attendance required.
- Must sit for extended periods of time.
- Performs repetitive motion data entry.
- Operate office equipment and computer systems.

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.

59A, 30, OS, 641X, 0205, 0640, 86MO

Additional Military Crosswalk information can be accessed at

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