

NEW MEXICO JUDICIAL BRANCH

MANAGEMENT ANALYST

(Classified)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general direction, evaluate, researches, and analyzes court related issues, programs and operations; conducts short and long-term project planning for the judiciary or governmental agencies; manages programs and projects; recommends policies and procedures; collaborate with judicial, legislative and governmental agencies as well as private, county, state, federal and national organizations; and may secure, administer and oversee grant funded projects.

QUALIFICATIONS

Education: Bachelor's degree in business or public administration or a related field.

Education Substitution: None.

Experience: Three (3) years of experience in, research, analysis, planning and report writing.

Experience Substitution: Additional education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience. A master's degree in public or business administration, organizational development or in a related field is desirable.

Other: Completion of a post offer background investigation may be required (i.e. work history, criminal record, driving record, etc.).

Knowledge: Knowledge of recognized methods of policy analysis and program evaluation; grant research and proposal writing techniques; data collection and statistical analysis; principles, practices and methods of short and long-term planning; basic principles of budgeting, cost analysis and fiscal management.

Skill: Skill in setting goals and objectives, establishing time lines, identifying resources; budget and data analysis; performing multiple tasks and managing several projects/program(s) at one time; conducting research; providing comprehensive explanation of statewide budget; working independently while taking responsibility for actions and decisions; problem solving and conflict resolution; fiscal management and reporting; data collection and analysis, preparing and delivering presentations; creative thinking; inter-personal skills; effective written and verbal communication; anticipating and evaluating the impact of rules, procedures, and statutory changes; working effectively with a diverse range of individuals and cultures; working within the structure and governance of the state court system.

Ability: Ability to exercise resourcefulness in addressing new problems; deal constructively and resolve conflict; maintain open communications; develop and maintain public relations; plan, schedule and implement a multi-phase project involving other participants; conduct and present detailed and complex statistical analyses; organize, maintain and update a variety of detailed and complex records; use initiative and independent judgement; establish and maintain cooperative working relationships with those contacted in the course of work (e.g., judges, members and staff of the state legislature, attorneys, state and local government employees and consultants); and identify and maintain the confidentiality of sensitive and important information.

EXAMPLES OF WORK PERFORMED

Evaluates, researches, and analyzes court processes, operations and programs, the scope of which is exemplified by the following: case flow management, programs measurement, plan for random juror selection of grand and petit jurors, worker's compensation and loss control procedures, felony bail bonds and statewide drug control strategy; researches issues to provide up-to-date information on current court management, legal representation, family violence and trends impacting the community; responds to requests from legislators for information/analysis concerning bills for a legislative session; researches and writes legislative bill analyses and fiscal impact reports for the courts, legislative sponsors, Legislative Finance Committee and the Department of Finance and Administration; and prepares committee presentations for staff and bill sponsors; plans, coordinates and implements special projects; collects data and analyzes statistics and information; develops court processes/action plans and implementation schedules; and ensures that funds are encumbered to support project tasks; write and edit grant proposals and applications; administer projects including budget, operations, program evaluations and report writing; prepare, analyze, and monitor budgets, prepare budget reports, and project expenditures; initiate, research, draft, review, update and implement various administrative regulations, guidelines, procedures, manuals and forms to conform with statutory, rule, policy or procedural changes; represent the judicial branch in liaison relationships with executive branch agencies, interagency task forces, etc.; make oral and written presentations. **May** manage leases for court sites; evaluate needs, prepare and issue requests for proposals, evaluate bids and recommend final lease terms; make recommendations for annual budget requests for funding leased space; resolve problems between landlord and the court; and manage renovations required for occupancy and coordinate court automation wiring activities; prepare, analyze and monitor budgets; prepare budget reports; and project expenditure.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing the tasks assigned to this job:

Work is performed in an office, classroom or court setting. The employee may be required to work a flexible schedule including evenings and weekends; overtime may be required. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with others. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, kneel, stoop, lift, pull and carry up to 25 pounds. Travel (valid driver's license required) may be periodically required for work, training, meetings and presentations. The employee is required to speak, sit or stand for long periods of time. The employee may be exposed to fluctuating building temperatures.

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