



Lake County Illinois

Legislation Details (With Text)

File #: 10-0143 **Version:** 1 **Name:** Circuit Courts- Judicial Research Analyst
Type: committee action item **Status:** Passed
File created: 1/28/2010 **In control:** Financial & Administrative Committee
On agenda: **Final action:** 2/3/2010
Title: Committee Action authorizing the Circuit Court to create a career path for an existing position, Senior Judicial Research Analyst (Grade 14).

Sponsors:

Indexes:

Code sections:

Attachments: 1. F & A_Committee Action Senior Judicial Research Analyst_1.28.10, 2. F & A_CourtsResearch_1.27.10, 3. F & A_2284 Sr Business Process Analyst_1.28.10

Date	Ver.	Action By	Action	Result
2/3/2010	1	Financial & Administrative Committee	approved	Pass

Committee Action authorizing the Circuit Court to create a career path for an existing position, Senior Judicial Research Analyst (Grade 14).

- There is a need for the Courts to develop a career path for an existing position that will research and recommend process improvements to remain current with evidence-based practices in probation and detention services.
- This position will provide training for internal staff regarding existing and newly acquired processes.

February 3, 2010

TO: Brent Paxton, Chair
Financial and Administrative Committee

FROM: Robert Zastany, Executive Director
Rodney S. Marion, Human Resources Director

RE: Career Path Position Development

Your favorable consideration is requested to approve the creation of a position in the Circuit Court’s Office.

Senior Judicial Research Analyst, pay grade 14/\$58,956-\$86,038

Currently, research functions are performed by the Judicial Business Process Analyst and the Judicial Program Research Analyst, pay grade 12/\$49,057-\$70,784. The recommended senior position will perform duties related to training and the analysis and recommendation of process improvements. These are additional duties not accounted for in the current job descriptions. The additional duties warrant a new position to be assigned to pay grade 14. The recommended position will be a career path from the Judicial Business Process Analyst and the Judicial Program Research Analyst.

This change will not result in an immediate increase in expenditure. The Circuit Court has a robust process

for career path advancement and the incumbent(s) must apply and be evaluated by a panel that will approve or deny advancement.

The department will be able to fund any increase in expenditure through their departmental budget.

Thank you for your consideration of this request.



Job Description

Job Title Senior Judicial Research Analyst
Spec Code 2284
Department Circuit Court
Reports To
Prepared By
Prepared Date
Approved By Robert Zastany
Approved Date

Summary

For this position, the incumbent must have comprehensive knowledge of data analysis and quantitative and qualitative research methods. Plans, organizes, and conducts research, program evaluation, and statistical analysis in the Criminal Justice field for use by policy makers by performing the following duties. Coordinates the SMAART program evaluation system.

Essential Functions

Include the following.

- Participates in decision-making regarding research priorities of agency and provides information on feasibility of performance measurement.
- Develops research plan, designs experiments, outlines research procedure to be followed, and identifies and/or provides training to personnel to assist in research efforts and/or performance measurements.
- Plans schedule of research, data analysis, and performance measurement according to agency's timetable and establishes daily or weekly routines necessary to meet established timetable.
- Performs research to develop and improve data analyses.
- Utilizes a variety of complex online systems and production applications in problem solving process and performance measurement.
- Assists in securing external funding as necessary through governmental grants, foundations, institutes, and/or corporate sponsors.
- Provides expertise in field of research to other agency members, trains research assistants, graduate assistants, and other interns or outside personnel as needed.
- Prepares reports and papers of completed research efforts to management and for publication.
- Evaluates implementation and effectiveness of performance measurement.
- Through data research, will provide best practice models on practice and performance. Responsible for comprehensive evaluations of program goals and objectives based on best practice initiative and trend analysis.
- Performs such other duties as directed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Specialized experience in analyzing and evaluating the effectiveness of information planning, programming, and dissemination procedures for court and criminal programs. Experience must have included conducting studies,

projects, and analyzing recommendations involving management and operations of state or local criminal justice or justice activities.

- Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to write articles for varied consumers, various types of reports, and for publication. Ability to effectively present information to Judges, top management, County officials, and/or public groups.
- Ability to apply a high level of statistical analysis. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- To perform this job successfully, an individual should have knowledge of Statistical software; Database software; Development software; Internet software; Project Management software; Spreadsheet software and Word Processing software.
- Must be able to pass extensive background and criminal history checks and must have a valid driver's license.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Improves processes, products and services.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for

decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction.

Initiative - Seeks increased responsibilities; Looks for and takes advantage of opportunities.

Education and Other Requirements:

- Bachelor's degree (B. A. or B.S.) or equivalent; or
- 3 years experience in the positions of Judicial Business Process Analyst or Judicial Program Research Analyst
- Four to ten years related experience in the criminal justice field preferably in Caseflow or Court Administration and/or relevant training; or
- Equivalent combination of education and experience.

Physiological Factors

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job.

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Psychological Factors

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain pleasant working relationships.
- Ability to perform multiple tasks simultaneously.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

Note

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of Lake County Government or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.