

TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St. Louis, MO 63108

May 9, 2021

JOB OPENING

TITLE: RESEARCH ANALYST – (Masters Required)

QUALIFICATIONS: Must possess a Master's Degree, in social sciences or economics, social work, criminal justice, public administration, sociology, statistical analysis or related field. Degree must be from a school accredited in the chosen field. Prefer two years of experience in data analysis in a social service setting or a related field. Must be at least twenty-one years of age.

CLASS DEFINITION: Under day-to-day supervision of the Manager of Information Systems, the Research Analyst is responsible for extracting, collating, aggregating and summarizing/reporting data from the court's database system for use by a range of end users. The end users may include the judiciary, top court administrators, department heads, internal or external stakeholders including large foundations, grant agencies, local non-profits etc. The Research Analyst also analyzes program effectiveness to help the court determine program direction. The Research Analyst will provide analysis of data and may assist with grants for any court program in any court department. The employee will have wide latitude in assisting staff in the development of outcome measures for various programs throughout the court.

SALARY RANGE: \$54,860 - \$85,904 – Includes Full Benefit Package
(City Paid Position) **Includes Full Benefit Package plus no cost retirement plan.**

RESIDENCY REQUIREMENTS: Each employee shall be required to present evidence that they are legally entitled to work in the United States.

CLOSING DATE: Resumes will be accepted until position is filled.

SEND RESUME AND ACADEMIC TRANSCRIPT WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO: Resumes will be accepted via email to: stlca.resumes@courts.mo.gov

EOE
NO PHONE CALLS
See detailed job description below

JOB DESCRIPTION

DEPARTMENT: Information Systems

CLASS TITLE: Research Analyst

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EXAMPLES OF ESSENTIAL DUTIES:

- Extract, collate, aggregate and summarize data from the court's database system
- Develop and create dashboards (using dashboard software) to share data pulled from the Court's Judicial Information System (JIS) or ShowMe Courts database and maintain dashboards for regular reporting (daily, weekly, monthly, quarterly, and annually).
- Design, develop, and implement timely and accurate reports to assist in management decisions.
- Create and maintain management reports to meet data analysis needs.
- Monitor and improve the quality and accuracy of data analysis and reporting.
- Assist with the design and preparation reports for the Juvenile Alternatives Detention Initiative and the Deep End initiative on an ongoing basis.
- Design and prepare reports for program assessment and grant reporting for the Psychological Services Unit.
- Serve as a key member of the data committee in the position of chair or co-chair.
- Assist in preparing and updating community publications such as community reports, newsletters, brochures and presentation documents.
- Collect data related to various court programs in order to measure outcomes and program effectiveness.
- Develop pre and post-test items for evaluation of programs and prepare subsequent reports.
- Document and present outcome measures in a way that is easily accessible for court staff, program managers and the public.
- Design data collection schemes that will measure program effectiveness and outcomes.
- Develop and analyze survey tools for various programs and services consistent with CourTools.
- Assess and report CourTool outcomes on a regular basis by meaningful case types.
- Provide staff with valid research and information on effective programs, and promising/best practices.

- Assist with gathering data for grant proposals and grant reporting for various programs.
- Initiate, coordinate and maintain research collaborations with local universities.
- Assist with maintenance of the Court's website.
- Provide training and technical assistance.
- Participate in one's own annual evaluation to assess personal goals and professional growth.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of statistical methods of analyzing data. Knowledge of database systems, data extraction, cleaning and preparation for analysis. The ability to express ideas verbally and in written form which objectively conveys meaningful data and clearly reflects program goals and outcome measures. Knowledge of research design and statistical measurement. Excellent knowledge of computer software including Microsoft Office including Excel, Publisher, and Access is essential. Experience working with database systems a plus. Working knowledge of STATA or a related software (SAS, R, SPSS) required. Familiarity in dashboard and business intelligence software (i.e. Tableau Power BI, Cognos preferred. Ability to become proficient in Cognos Report Net Studio and the ability to extract and combine data write code/syntax for computer information systems/databases will be advantageous. Experience with HTML and/or XML is desirable.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Must possess a Master's Degree, in social sciences or economics, social work, criminal justice, public administration, sociology, statistical analysis or related field. Degree must be from a school accredited in the chosen field. Prefer two years of experience in data analysis in a social service setting or a related field. Must be at least twenty-one years of age.

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