

## **STAFF ANALYST I/II**

### **DEFINITION**

Under general supervision, performs a variety of general analytical work associated with the Judicial Council; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Staff Analyst I* is the entry-level class in the analyst series. Initially under close supervision, incumbents gain experience and learn the functions of the area or unit to which assigned. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Staff Analyst II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

*Staff Analyst II* is the generic journey-level class of the analyst series, fully competent to independently perform the full range of analytical duties. Incumbents may be independently responsible for small or discrete projects, or may work on an element or sub-element of a large or specialized project under direction of a senior staff member, in various functional areas such as finance, human relations, court services, governmental affairs, planning and research, information systems, and training and education. This class is distinguished from all of the specialized analyst classes in that the latter require direct specific knowledge, abilities, and experience in the specialty field.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Assists in evaluating the work and work flow of the unit, program, or project and assists in developing work systems.
- Participates in collecting data and information; assembling, reviewing, and doing preliminary analysis on the data and information collected; and summarizing results of the data collection.
- Assists in conducting special studies and developing recommendations.
- Compiles and calculates costs of projects or programs.
- Reviews and analyzes a variety of requests (personnel, budget, etc.) from both inside and outside the agency.

- Drafts memoranda, correspondence, reports, and other documents.
- Researches topics or issues and summarizes results of the research.
- Modifies existing programs and writes new programs; conducts tests and prepares documentation for information systems.
- Responds to inquiries related to an assigned area and resolves minor problems that may arise.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary.

### **QUALIFICATIONS**

The level and scope of the knowledge and abilities listed below relate to the duties as defined in Class Characteristics.

#### **Knowledge of:**

- Principles and practices of public administration.
- Principles of organizing and summarizing data and information.
- Principles and techniques of the design, development, testing, and documentation of information systems programs.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.
- Basic principles and techniques of the quantitative and qualitative analysis of data.

#### **Ability to:**

- Interpret, explain, and apply requirements, rules, and regulations related to issues in the assigned program area.
- Analyze and solve problems.
- Research, compile, analyze, and summarize information and data.
- Use software development tools, languages, and report generators.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

*Staff Analyst I:* Equivalent to possession of a bachelor's degree.

*Staff Analyst II:* Equivalent to possession of a bachelor's degree and two years of professional analytical experience.

At both levels, additional directly related professional analytical experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the two years of required experience at the Level II class.