

Executive Analyst

JOB FAMILY DEFINITION

This classification encompasses a range of work in which incumbents are responsible for assisting in the management of functions with responsibility for organization-wide outcomes, applying advanced analytical principles that have critical impact on the organization and on the public. Incumbents develop and implement programs with organization-wide application and impact to the Judicial Council and the judicial branch. This classification is used only within the Executive Office. This class specification represents the type and level of work performed, recognizing that specific assignments may differ from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing policy guidance and analytical support in the development and implementation of various cross-divisional projects and operational initiatives in support of the strategic objectives of the Executive Office, the Judicial Council, or other judicial branch entities.

Incumbents serve as advisors to members of the executive team, including analytical support activities such as research, analysis preparation, data collection, policy/procedure development, and program or project management. Positions report directly to a Chief Officer of the executive leadership team. Incumbents are responsible for mission-critical, confidential, strategic, and politically sensitive activities.

DISTINGUISHING CHARACTERISTICS

The Executive Analyst classification is distinguished from the Principal Advisor classification in that the Principal Advisor works directly under the Administrative Director to oversee and/or execute agency-wide initiatives, acting as spokesperson on policy and operational issues. The Executive Analyst works directly under a Chief Officer and assists the Principal Advisor in guiding and executing agency-wide projects and programs.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Provides confidential assistance and strategic liaison support between executive leadership and stakeholders to resolve complex issues, clarify processes, and ensure the discreet handling of sensitive policy and personnel communications.

- Assists the Principal Advisor in organizing, planning, managing, and coordinating various agency-wide projects and change management initiatives; maintains an effective follow-up system for outstanding matters.
- Coordinates and executes organization-wide assignments and cross-divisional projects, serving as a primary representative of the executive leadership team to all internal and external stakeholders.
- Assists in the development and implementation of policies and procedures for the organization.
- Provides input on strategic and long-range organization planning efforts.
- Conducts research and analysis for special reports and assists in analyzing sensitive issues and data on behalf of the executive leadership team.
- Analyzes programs, policies, and statutory requirements to eliminate redundancies and drive process improvements.
- Develops and reviews a variety of communications for high-level internal and external stakeholders.
- Participates in advisory body meetings, representing the executive leadership team perspective; ensures timely implementation of key decisions.
- Triage external and internal requests/inquiries, ensuring all responses are timely, accurate, and strategically aligned.
- May be responsible for Executive Office annual budget development and management.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION-SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain, or use function-specific tools and/or perform specific tasks aligned with one work unit, the general description of the work tasks involved in this class does not vary significantly, and therefore no position-specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree and five (5) years of experience in a directly related program or in project coordination, analysis or research, and advising. *An additional four (4) years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

None

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Principles, practice, and methods of assigned function(s) and/or unit(s);
- Principles, practice, and methods of public and business administration;
- Principles, practice, and methods of program administration and management;
- Communications principles and techniques;
- Conflict resolution and negotiation strategies;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Project management principles;
- Principles of and techniques for preparing and delivering effective oral presentations;
- Applicable work rules and policies; and
- Modern office equipment.

SKILL IN

- Strategic planning and the implementation of organization policy objectives;
- Managing the development and implementation of goals, objectives, policies, and procedures;
- Managing work standards and quality assurance;
- Effective collaboration and conflict resolution;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Developing and implementing goals, objectives, policies, procedures, and work standards with broad applications agency-wide;
- Providing project management, organization, and logistics;
- Monitoring project schedules, status, and compliance;
- Facilitating group discussions and building consensus;
- Facilitating meetings and group dynamics;
- Exercising business and political acumen;
- Exercising confidentiality;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*

As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.