NEW MEXICO JUDICIAL BRANCH

AOC PRETRIAL DATA ANALYST
(Classified)

TARGET SALARY: $66,514-$133,026 annually, or $31.978-$63.955 hourly depending upon experience (pay range KK)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8744JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under general direction, the AOC Pretrial Data Analyst is responsible for data collection, compilation, design, analysis, reporting and maintenance of statistical information for Administrative Office of the Courts (AOC) pretrial programs and pretrial activities among the district, and metropolitan courts.

EXAMPLES OF JOB DUTIES

- **The AOC Pretrial Data Analyst** is responsible for developing and implementing techniques to collect and analyze data and identify patterns, data correlation and forecasting utilizing reporting software and analytical and statistical methods.
- Maintains and prepares statistical reporting regarding general and specific pretrial services program initiatives and practices.
- Establishes and prepares statistical data reporting and pretrial performance outcomes.
- Assists in the development of pretrial sites, and data collection practices and procedures and implementation of pretrial practices ranging from early release to pretrial supervision.
- Assist in establishing standards for data collection, data input practices in local sites enhancing reporting pretrial outcome performance for court appearance and public safety.
- Integrates information systems between groups and users including judges, court administration, and other stakeholders.
- Maintains inter-agency cooperation, and communication, supports and develops working relationships with associated parties, stakeholders, and community coalitions.

- Develops presentations, charts, tables, reports and documentation and integrates statistical data and analysis of key measures with justice partners and related entities such as social services, problem-solving courts, and mental health providers.
- Presents and reports statistical data to the public, stakeholders, legislators, and other state agencies as needed.
- Works closely with criminal justice partners, courts, and AOC staff to identify trends, issues, and developments within the criminal justice system with an impact on pretrial services data collection.
- Develops and monitors research, data, and/or validation analysis projects and studies with contracted research teams.
- Ensures record keeping is accurate and up to date while maintaining HIPAA compliance.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of statistical analysis and design of pretrial program planning and reporting, tracking methods, quality control and quality assurance principles and software, database technology; pretrial practice, pretrial practice implementation; national trends in pretrial justice reform; essential elements of a high functioning pretrial justice system; risk bases assessment, data collection and analysis and providing detailed reports to the court including data and information on release, detention, sentencing; recognizing patterns and data correlation, knowledge of the Public Safety Assessment, risk-based pretrial supervision, interventions, standard data reporting and pretrial performance outcomes; budget management; grant procedures and writing; program reporting; state procurement rules; governmental and civic legislative processes; court's organization; New Mexico Civil Court System; criminal and juvenile justice; rules and standards for both pretrial and post-conviction populations; specialty courts; criminal statutes, rules, procedures; court procedures; New Mexico Criminal Justice Information System; basic contract law; HIPAA requirements; drug test procedures; surveillance systems media relations; crisis and critical incident management; computerized data collection, compilation and entry techniques.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, social sciences or a related field.

> **Education Substitution:** Four (4) years of program management experience may substitute for education on a year for year basis.

Experience: Three (3) years of analyzing quality assurance of pretrial programs, criminal justice, social services, probation, corrections, data analysis, pretrial practice implementation, or national trends in pretrial justice reform, and/or other experience directly related to the analyzing quality assurance of pretrial programs.

> **Experience Substitution:** Additional relevant education may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

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

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employeeassistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

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History of Job Description: Dev: 12/04/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.