

NEW MEXICO JUDICIAL BRANCH

AOC STATEWIDE DATA AND PRETRIAL PROGRAM MANAGER

(Classified)

TARGET SALARY: \$70,250-\$140,502 annually, or \$33.774-\$67.549 hourly depending upon experience (pay range LL)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 8743JB

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 oversee Administrative Office of the Courts (AOC) pretrial programs, data collection, statistical information, and pretrial activities among the district and metropolitan, courts.

EXAMPLES OF JOB DUTIES

- **The AOC Statewide Data and Pretrial Program Manager is responsible for** planning, organizing, implementing, integrating and coordinating statewide pretrial practices.
- Participates in short/long-term planning, provides guidance for implementation and sustainability for pretrial programs, practices and other pretrial justice reform initiatives.
- Provides technical assistance in pretrial implementation in specific areas of pretrial justice such as but not limited to research, science and development of pretrial risk assessment tools, pretrial supervision and data informed practices and policies, legal foundation, risk mitigation, and evidence based pretrial justice practices, national trends.
- Implements and develops statewide pretrial supervision models, matrices, program processes and systems including compilation, design, and data collection.
- Measures various pretrial outcomes to assist in making data informed decisions and policy.
- Develops, manages and implements goals, objectives, policies, and priorities for assigned activities and projects.

- Develops and administers training guides and materials, curriculum and standard operating procedures; presents education programs and training.
- Develops and maintains complex statistical reports in relation to established goals and pretrial performance outcomes; assists in implementing projects and programs to increase the effectiveness of program activities statewide.
- Provides technical assistance and guidance to AOC Pretrial staff regarding various pretrial practices, legal foundation, data informed policies, and national trends.
- Interprets and provides guidance on the application of data outcomes, policies, procedures, rules, and laws in a fair, equitable, and consistent manner.
- Oversees the development and implements techniques to collect and analyze data to identify patterns, data correlation and forecasting, utilizes reporting software and analytical and statistical methods.
- Manages, mentors and oversees AOC Pretrial Data Analyst to assist in providing pretrial outcomes for AOC Pretrial Initiatives.
- Assists in the development of pilot projects and programs for statewide use and implementation for early release on recognizance.
- Assists in establishing on-site and remote pretrial services, and enhances current programs to reduce pretrial failures to appear.
- Integrates information systems between groups and users including judges, court administration and other stakeholders.
- Maintains inter-agency cooperation, 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 knowledge of statistical analysis and design of pretrial program planning and reporting, data collection, analysis and entry techniques, tracking methods, quality control and quality assurance principles and software, database technology; pretrial practices and implementation, national trends in pretrial justice reform, budget management, grant procedures and writing, basic contract law, ; knowledge of the Public Safety Assessment, risk-based pretrial supervision; state statutes, rules and constitutional rights governing release and bond/bail eligibility for defendants; third party releases; recidivism; safety, security and confidentiality practices; criminal behavior patterns and profiles, programs and procedures for assessing defendants pretrial risk, formulating effective pretrial release and supervision practices, developing pretrial risk mitigation practices incorporating behavioral

health where appropriate; release and detention practices; recognizing patterns and data correlation, administration and customer support best practices, rules and statutes governing bond/bail and release from detention; sentencing guidelines, available treatment options and community providers, drug test procedures, surveillance systems, crisis and critical incident management; federal, state and local court rules; New Mexico civil and criminal procedures; New Mexico Criminal Justice Information System; and NCIC procedures and processes.

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 directly related or relevant experience may substitute on a year for year basis.

Experience: Six (6) years of experience analyzing quality assurance of pretrial programs, criminal justice, social services, probation, corrections, data analysis, pretrial practice implementation, pretrial program operations and program and staff oversight and/or national trends in pretrial justice reform, or in a related field and/or other experience directly related to the analyzing of quality assurance of pretrial programs, as well as providing education, training and presentations within local and national events, and two (2) years of supervisory experience.

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

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

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, employee assistance 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 10/20/22; Audit: 12/31/22, Rev Pay Range: 07/08/23

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.