

NEW MEXICO JUDICIAL BRANCH

MANAGEMENT ANALYST

(Classified)

TARGET SALARY: \$56,272-\$112,547 annually, or \$27.054-\$54.109 hourly depending upon experience (pay range JJ)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9294JB

BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction evaluate, research, study, design, and develop procedures or systems to enhance and improved a judicial entity's programs or operations.

EXAMPLES OF JOB DUTIES

- **The Management Analyst** is responsible for conducting short and long-term project planning for a judicial entity, actively seeks ways to improve and enhance the flow of data in an organization, and seeks ways to develop system enhancements.
- Conduct work simplifications and measurement studies; deal with complex interrelated management problems and may serve as consultant on local, district, state, regional, or federal comprehensive planning programs.
- Prepare operations and procedures manuals to assist management in operating more efficiently and effectively.
- Oversee case flow management, program measurement, felony bail bonds, and statewide drug control strategy.
- Assess general loss control processes and procedures; may develop plans for random juror selection of grand and petit jurors; assess workers' compensation.
- Specialize in telecommunications, logistics, and information systems, and are specialized by type depending upon the judiciary entity.
- Create statewide strategies for programs, e.g., create statewide drug control strategies.
- Research issues to provide up-to-date information to management.
- May research and report on legal representation, family violence, or other trends impacting the community.
- Responds to requests from legislators for information/analysis concerning bills for a legislative session.
- Researches and writes legislative bill analyses and fiscal impact reports for the courts, legislative sponsors, Legislative Finance Committee and the Department of Finance and Administration.
- Prepare committee minutes, and develop reports, or presentations for staff and/or bill sponsors.
- Develops processes/action plans and implementation schedules, and may oversee funding, to

- include ensuring funds are encumbered to support special projects or tasks.
- Writes and edits documents, such as, grant proposals and applications.
 - Administers projects including operations, program evaluations and report writing.
 - Analyze data and complex problems, conduct intensive research, act as team lead for special projects.
 - Prepare, analyze, and/or monitor budgets; prepare or create budget reports for projects; and assess and develop project expenditure reporting.
 - Initiates, researches, drafts, reviews, updates, and implements various administrative regulations, guidelines, procedures, manuals and forms.
 - Represents the judicial branch in liaison relations with executive branch agencies, interagency task forces, other judicial entities, committees, etc.
 - Develops, prepares and/or makes oral and written presentations.
 - Prepares, analyzes, and monitors budgets, budget reports, and project expenditures. Evaluates bids and recommends final lease terms.
 - Prepares, analyzes, and monitors budgets, budget reports, and project expenditures.
 - May manage leases, prepare or issue requests for proposals and bids, and serve as a member of the team selecting services.
 - May seek resolution to issues between landlord and the court, or related to contracts, or procurement.
 - Manages renovations required for occupancy and coordinates logistics that may include automation wiring activities.
 - May assist with recommendations related to a judicial entity's annual budget request, assist with office locations, help seek leased space and/or funding for leased space.
 - Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of recognized methods of policy analysis and program evaluation; grant research and proposal writing techniques; data collection and statistical analysis; principles, practices and methods of short and long-term planning; basic principles of budgeting, cost analysis and fiscal management.

MINIMUM QUALIFICATIONS

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

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Three (3) years of experience in, research, analysis, planning and report writing.

Experience Substitution: Additional education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience. A master's degree in public or business administration, organizational development or in a related field is desirable.

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: 03/09/98, Rev: 10/30/15, 12/16/19, Benefits updated: 02/26/21; Rev: 07/18/21, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24

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.