

NEW MEXICO JUDICIAL BRANCH

AOC REPORTING AND ANALYTICS (RAD)

(At-Will)

TARGET SALARY: \$105,473-\$210,945 annually, or \$50.708-\$101.416 hourly depending upon experience (pay range PP)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 1001JB

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.
- Managing and accounting for the collection of revenue.
- 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

Directs the Reporting and Analytics Division (RAD) of the Administrative Office of the Courts for the New Mexico Judicial Branch. Supervision is received from the AOC Director and Supreme Court Chief Justice.

EXAMPLES OF JOB DUTIES

- **The Reporting and Analytics Division (RAD) Director** is responsible for the translation of general data, dashboards, predictive modeling, reporting, analysis, and research needs of the Administrative Office of the Courts and the judicial branch of state government.
- Provides vision and leadership for developing and implementing data governance, validation, analytical, and reporting initiatives.
- Ensures technical resources, including staff, are managed efficiently and that technical solutions are implemented to meet the needs of the judicial entities.
- Ensures authorized budgets are expended expeditiously, equitably, and efficiently.
- Directs and carries out the data validation, management, and reporting activities for the judiciary and aligns data needs with the vision of the Supreme Court and the AOC.
- Responsible for ensuring distributed or queried data is complete, consistent, and replicable.
- Identify operational inefficiencies, review and raw data and develop predictive models to assist leadership in critical strategic decisions.
- Oversees the building of forecasting models, partnering with JID and other stakeholders to ensure data accuracy, data cleansing, appropriate data storage and data security.

- Examines, transforms, and interprets data to discover useful information and support decision making throughout the AOC and the judiciary as needed.
- Oversee mathematics modeling, statistics, and computational methods to analyze numerical data.
- Monitors and analyzes state and federal legislation related to data and testifies at legislative hearings. The RAD Director assists professional staff in preparing for data-related committee meetings and ensures accurate reporting of data and analytics.
- Oversees access and management of data sharing platform(s), including approval and management of any external partner access contracts.
- Develops the policy and procedures of the Reporting and Analytics Division, and works with staff to create a Judiciary-wide method of accessing data, dashboards, and data queries.
- Enforces court data security measures for data management, public information, and records including timely responses to IPRA requests and media inquiries.
- Hires, manages, organizes, and coordinates the work of professional staff. Assists subordinates in establishing and meeting goals, delineates available resources, coaches and motivates staff concerning the development of projects, deadlines, and priorities. Develops and establishes procedures for the successful operation of the Division's administrative systems.
- Assesses needs of and advocates for appropriate resources for programs within the Division.
- Prepares and reviews statistical reports on court performance measures. Reports on performance measures to the Chief Justice, AOC Director, judges, and state Legislature. Identifies performance hindrances and opportunities for increased performance. Implements new procedures and policies where appropriate.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the New Mexico legislative processes, state government operations, court organization and administration; techniques in managing multiple and diverse matters; administrative processes; legislative processes including crafting, analyzing, and supporting legislation and policy initiatives; program development; developing and interpreting policies, procedures, and applicable laws or regulations; research and evaluation techniques; strong strategic level leadership techniques; develop and maintain effective working relationships with executive agency leadership, judicial leadership, and external stakeholders; experience in budget development, delivering presentations to diverse audiences, including testifying before a legislative or similar body. Demonstrated ability to lead and direct change that benefits the operations of judiciary, and provides exemplary leadership through integrity, honesty, respect, and effective team building skills; organizational, analytical, and tactical problem solving skills; making sound decisions and recommendations; negotiate successfully; collaborate and develop relationships with diverse constituencies to achieve goals and desired outcomes; successfully advocate for funding, policy changes or organizational priorities; building coalitions or stakeholder support; and combine legislative expertise, leadership and stakeholder influence.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Management, Data Science, Statistics, Business

Analytics, Project Management, Computer Science, IT Engineering, a related quantitative discipline, or a directly related field.

Education Substitution: Bachelor's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Management, Project Management, Computer Science, IT Engineering, Analytics, Mathematics, or a directly related field and two additional years of hands on experience in IT and/or Analytics management, which may include experience managing data repositories, dashboards, staffing and/or managing user groups and advisory committees, and managing a complex IT-adjacent department including its budget. The total combined experience required with a Bachelor's degree is twelve (12) years.

Experience: Ten (10) years of experience in IT, data analytics, a quantitative discipline, and/or data management to include experience negotiating and managing contracts, managing a complex multi-divisional data or technology-focused department, staffing and/or managing user groups and advisory committees, IT/data policy analysis, long-term data development and complex multi-million-dollar budgets; and six (6) years' experience supervising diverse staff

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 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

START YOUR CAREER

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

History of Job Description: Dev: 05/28/2026

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.