

NEW MEXICO JUDICIAL BRANCH
REPORTING AND ANALYTICS DIVISION (RAD)
DATA ANALYTICS AND RESEARCH MANAGER
(Classified)

TARGET SALARY: \$96,133-\$192,265 annually, or \$46.218-92.435 hourly depending upon experience (pay range OO)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1003JB
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

Under the direction of the Reporting and Analytics Division Director within the Administrative Office of the Courts, the Data Analytics and Research Manager ensures the quality and integrity of data assets across the Judiciary by leading efforts to establish, maintain, and improve data collection, analysis, visualization, and reporting practices that produce accurate, reliable, and actionable information. The Data Analytics and Research Manager collaborates with stakeholders across the Judiciary to support operational decision-making, performance measurement, transparency, and strategic initiatives through the effective use of data. [moved part of the old general statement as the first bullet]

EXAMPLES OF JOB DUTIES

- **The Data Analytics and Research (DART) Manager** develops and implements operating practices, processes, and standards for the of data analytics and research function; manages and leads a team of business analysts, data analysts and statisticians; and directs the delivery of accurate, reliable, and timely data analysis, research, data visualizations, and reporting.
- Manages and prioritizes data research and analytics projects in collaboration with leadership; establishes project priorities, resources, timelines, and deliverables for analytic projects supporting AOC divisions, programs, and courts statewide.
- Manages stakeholders expectations and project requirements through effective communication; identifies, escalates, and coordinates remediation of barriers affecting the timely and accurate completion of analytical requests and projects, collaborating with the data teams and/or committees when obstacles are identified.
- Applies quantitative and statistical techniques/analysis and interprets results of quantitative models to make strategic decisions, identify trends, evaluate alternatives, and solve problems, in order to support agency objectives.
- Defines and maintains standard operating procedures, analytical methodologies, algorithms, and data marts to establish a consistent and reliable analytical foundation and improve the efficiency, performance, and quality of analytics products by the team and other analysts.
- Conducts data profiling, validation, and analysis to assess the quality, completeness,

consistency, and accuracy of judicial data assets across the Odyssey Case Management System, the Data-gains Information Management Systems (DIMS), Juror Management System, and other databases at the AOC.

- Ensures analytical activities and data products comply with established policies, procedures, data governance requirements, security controls, and applicable standards for the appropriate use and protection of, and to ensure data integrity and security of data.
- Creates, maintains and follows quality assurance and validation policies and processes to effectively validate analysis, ensuring integrity of deliverables.
- Develops, evaluates, and applies research methodologies, statistical techniques, quantitative models, and analytical methods to address complex organizational and operational questions.
- Collaborates to create accurate and meaningful dashboards providing data visualization, communicating actionable information to leadership and stakeholders.
- Acquires, builds and maintains analytical tools and technologies to ensure agency's ability to monitor emerging trends.
- Performs advanced ad-hoc analysis when required.
- Identifies, analyzes, documents, coordinates and collaborates to resolve data quality issues and anomalies involving accuracy, completeness, consistency, duplication, timeliness, and integrity of court data.
- Utilizes and provides technical leadership in the use of business intelligence and data visualization technologies, including an advanced working knowledge of business intelligence (BI) platforms and software such as Service (SaaS), Business Objects, Tableau, and Strata, to develop analytical products and support data-driven decision-making.
- Prepares and presents data materials as requested; clearly and concisely communicating complex information to a variety of audiences (various committees, commissions, the legislature, external partners, etc.) and demonstrates the impact of analytics' contribution to the agency's mission and strategic goals.
- Designs, implements, evaluates, and/or ensures advanced analytical models and methodologies, which may include econometric methods, data envelopment analysis (DEA), neural networks, genetic algorithms, decision analysis, and the analytic hierarchy processes (AHP), as appropriate for the organizational needs.
- Develops and implements new or improved methods for collecting, analyzing, and reporting data to strengthen performance measurement, accountability, and organizational decision-making.
- Implements scientifically valid and reliable models to evaluate services and systems.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve optimal results.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of, and the ability to research and apply, local, state, and federal statutory requirements and regulations; methods for collecting, validating, analyzing, and reporting complex operational data; management principles and practices; project management and supervisory techniques; information technology trends, techniques, and emerging technologies, and analytical, problem-solving, and organizational processes. The successful applicant should demonstrate the ability to translate technical data concepts into clear, practical information for judges, court administrators, and non-technical stakeholders; establish

data standards and promote consistent definitions and use of data across multiple business areas; identify data issues, determine root causes, and coordinate solutions across business and technical teams; manage a team, including recruiting, hiring, training, developing, evaluating, and setting priorities, and develop, implement, maintain, and evaluate enterprise-wide data governance frameworks, policies, standards, and processes.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or Management, Project Management, Computer Science, Information Technology, Information systems, Data Science, Data Analytics, IT Management, Information Engineering Technology, Statistics, Mathematics or a directly related field.

Education Substitution: Four (4) years of directly related and relevant experience may substitute for the required education.

Experience: Eight (8) years of progressively responsible experience in data management, business intelligence, analytics, information systems, data science, statistical and/or operational research, econometrics, quantitative research, predictive modeling, data and/or statistical modeling, development of analytical datasets, or a directly related field.

The following specific experience must be included within the general experience requirements and may be concurrent:

- Two (2) years of experience analyzing complex data sets, identifying data quality issues, and developing recommendations to improve data accuracy, consistency, and reliability.
- Two (2) years of experience collaborating with business users, technical teams, and leadership to define data requirements and improve data driven processes.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for general experience at a rate of thirty (30) semester hours equals one (1) year of experience. Education may not be substituted for the specific experience requirement.

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: 09/23/26

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