



Data Analyst III

POSITION PROFILE



WELCOME

Welcome to the Texas Indigent Defense Commission. TIDC funds, oversees, and improves public defense throughout the State of Texas.

We're seeking to hire a data analyst. We hope you'll join us.



INTRODUCTION

ABOUT TIDC

TIDC safeguards liberty by ensuring that Texas and its 254 counties provide the right to counsel guaranteed by the United States and Texas Constitutions.

TIDC has historically focused on indigent defense in criminal matters, but in recent years has expanded its focus to also include family representation (child and parental representation in Child Protective Services cases). Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
 - Funding public defense in all 254 Texas counties.
 - Funding 6 innocence projects.
 - Monitoring compliance with state laws and TIDC rules.
 - Collecting and sharing public defense and family protection representation data.
 - Serving as a resource to the Legislature on public defense and family protection representation legislation.
 - Hosting trainings, conferences, and webinars.
 - Producing public defense and family protection representation publications.
 - Working with lawyers, judges, counties, state agencies, and national organizations to improve Texas public defense and family protection representation.
-



MISSION AND PERFORMANCE

Mission: Protecting the right to counsel, improving public defense.

You can learn more at tidc.texas.gov.



DATA ANALYST

THE OPPORTUNITY



JOB DESCRIPTION

As a TIDC Data Analyst, you are part of a team that oversees and improves TIDC data collection, reporting, and research activities. In this role, you will perform moderately complex (journey-level) data analysis and data research work. To ensure the integrity of data collected and reported by TIDC, you will provide direct assistance, training, and technical support to counties, courts, public defender offices, and managed assigned counsel programs. You will work under general supervision, with limited latitude for the use of initiative and independent judgment. This position reports to the Research Director and will work collaboratively with the Grants, Improvement, Policy, and Family Protection Representation Teams on data collection, reporting, and research projects.

Telework options may be available. Salary commensurate with qualifications and experience.



ESSENTIAL JOB FUNCTIONS

- Reviewing collected data to ensure data integrity.
- Working with the database team to identify and correct any collection and reporting errors.
- Working with the Policy and Grants Teams to ensure data integrity and resolve issues.
- Analyzing data collected to help create various types of reports for different audiences.
- Assisting with research projects.
- Performing basic research for papers, presentations, and reports.
- Creating summary graphics and other data visualizations.
- Performing moderately complex data analysis and data research work.
- Identifying and interpreting data patterns and trends, and assessing data quality.
- Preparing concise, comprehensive technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions.
- Establishing and maintaining standard work procedures governing the appropriate use of data.
- Performs related work as assigned and complies with all OCA policies.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in database management systems and data analysis software.
- Knowledge of statistics and analyzing data sets; running queries, report writing, and presenting findings.
- Skill in the use of a computer and applicable software, in conducting data searches, in evaluating and translating large amounts of data, and in critical thinking.
- Ability to compile, review, and analyze data; to prepare reports; to maintain accuracy and attention to detail; and to communicate effectively.
- Knowledge of data models, database design development, data mining, and segmentation techniques.
- Skill in analyzing problems and devising effective solutions.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills to collaborate with and advise government stakeholders, indigent defense providers, and team members with varying levels of technical skills.
- Proficiency in Microsoft Office applications.
- Ability to multitask and work cooperatively with others.
- Knowledge of local, state, and federal laws related to the Texas judicial system; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques.
- Skill in identifying measures or indicators of Texas judicial reporting performance.
- Ability to gather, assemble, correlate, and analyze facts to: devise solutions to problems; market programs; prepare reports; develop, evaluate and interpret policies and procedures; communicate effectively; and serve as a lead worker providing direction to others.
- Ability to work independently.
- Ability to multi-task and manage concurrent projects or tasks to meet deadlines and adapt to changing priorities.

QUALIFICATIONS

CANDIDATE PROFILE

MINIMUM QUALIFICATIONS:

DATA ANALYST III

- Bachelor's degree in public administration or public affairs, criminal justice, legal studies, information systems, statistics, data analytics, computer science, or related field. Experience and education may be substituted for one another.
- Three years of progressively responsible full-time experience in data analysis, data compilation and analysis, program evaluation, and/or research.
- Three years of experience with Excel and other software tools used to manipulate and analyze data and to produce graphs, charts, and tables.
- Experience with using relational databases and querying data.
- Experience with data querying and visualization systems such as Tableau or Power BI.

PREFERRED QUALIFICATIONS

- Master's degree.
- Experience with the Texas courts system.
- Experience providing visualizations to multiple stakeholders.
- Experience writing reports to present research and analysis findings.
- Experience with court case management systems, e.g., Tyler, iDocket, LGS, etc.

JOIN US

HOW TO APPLY

All applications for employment with the Office of Court Administration may be submitted electronically through CAPPs Careers and can be viewed on www.WorkinTexas.com.

Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.



CONTACT US

If you have questions about the data analyst position, feel free to contact us. We're happy to help.



Questions?

info@tidc.texas.gov

tidc.texas.gov

(512) 936-6994