

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Manager, Research and Evaluation
Job Code: 8009
Pay Grade: 64
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Design and implement large-scale research and evaluation projects to determine the efficiency and effectiveness of court operations and programs. Responsible for long-term, complex operational and system studies requiring a broad and thorough knowledge of the juvenile justice system, dependency system, organization and operations.

ESSENTIAL FUNCTIONS:

- Designs, develops and manages comprehensive studies and research projects using appropriate research methodologies and procedures.
- Develops and manages evaluation projects for programs and initiatives being implemented by the juvenile court.
- Direct and supervise the research and evaluation team members and the work they perform.
- Leads court-wide teams in the evaluation of existing court processes and implements new operational procedures.
- Consult with and advise administrators regarding policies and the implications of research findings.
- Plans, designs, collects and analyzes data for comprehensive statistical reports.
- Analyze and interpret data in order to increase the understanding .
- Prepares complex technical reports in support of analytical findings of special research projects and studies at the direction of court administration.
- Makes presentations of research and evaluation results to management, judicial and administrative staff, stakeholders.
- Provides technical assistance and consultation in the implementation of new programs to include program designs based on evidence-based practices.
- Develops and recommends detailed plans for improvement of major court operations.
- Researches complex and politically sensitive issues and makes recommendations to court administration.
- Assists management and grant writer in the preparation and writing of research proposals for new funding sources.
- Participates in and may act as the facilitator, chair or co-chair of various committees or projects.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of research and evaluation methodology and design (both quantitative and qualitative approaches), legal terminology and procedures.
- Must have knowledge of statistical analysis as applied to research projects, measurement theory, data sampling, data collection techniques, data analysis techniques and tests of statistical significance.
- Must have knowledge of juvenile justice, community demographics, systems theory, federal, state and local laws and rules.
- Must have knowledge of principles and practices of proposal writing, including familiarity with funding sources.
- Must have skill in using logic and reasoning to identify the strengths and challenges of alternative solutions, conclusions or approaches to problems.
- Must have skill in analyzing data using SPSS or other similar statistical analysis software.
- Must have skill in desktop computers and software associated with word processing, database management, e-mail communications, PowerPoint presentations, and applications of management information systems.
- Must have skill in performing applied research and evaluation, statistical analysis, data collection, design and use of various computer programs for statistical analysis,.
- Must have skill in applying a variety of interviewing techniques to effectively elicit pertinent information, evaluating relevant information from multiple sources, recognizing alternatives and reaching independent conclusions based on fact and probability.
- Must have skill in writing recommendations and reports showing clearly organized thoughts and proper use of English sentence construction, punctuation, and grammar.
- Must have skill in facilitating meetings, communicating effectively with a wide variety of employees including judges, judicial staff, court leadership and administration, representatives from community agencies and organizations, and the general public.

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university with a major in public administration, business administration, statistics or a related field and six years of experience in applied research, statistical or analytical work. OR a PhD from an accredited college or university with a major in public administration, business administration, statistics or a related field and three years of experience in applied research, statistical or analytical work. OR any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Juvenile Court Administrator/Director of Juvenile Court Services. This position performs duties under general supervision and provides supervision to the Research and Evaluation Specialists and Assistants.

Date: 08/23/05

Revised: 10/26/07, 5/18/09; 01/24/12, 06/24/13

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date