

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Reports Developer, Senior
Job Code: 8428
Pay Grade: 63
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Designs, creates, and distributes database reports and GIS applications for requestors from both the Pima County Juvenile Court Center as well as outside agencies. Provides support in the areas of data management, report generation, GIS applications and basic statistical analysis.

ESSENTIAL FUNCTIONS:

- Conducts required analysis to determine data needs from requestors.
- Works cooperatively with individual divisions in identifying and analyzing data needs.
- Prepares reports with a high degree of complexity, often exceeding routine reports generated by the Reports Developer.
- Generates and distributes GIS applications and data extracts based on user requests.
- Conducts literature searches at the request of Information Technology (IT)/research staff and concerned parties.
- Plans and designs appropriate methodologies to collect and analyze data for various evaluation and research projects.
- Assists in the assessment, reliability, and/or usability of data obtained from study protocols, recommending additional data transformations where necessary.
- Assists in the development of presentations, journal manuscripts and grant applications.
- Provides verbal presentations of research results to funding sources, management and line staff.
- Researches complex issues and makes recommendations to the Director of Information Technology and Research and/or other appropriate designated authority.
- Develops recommendations regarding computer hardware and software applications for efficiency and effectiveness of operations.
- Meets with various members of management staff regarding operational procedures.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of basic quantitative and qualitative research and evaluation methodology, design alternatives and theory data sampling and data collection techniques.

- Must have knowledge of principles and practices of needs analysis methodologies.
- Must have knowledge of principles and practices of statistics.
- Must have knowledge of computer hardware and software capabilities.
- Must have skills in generating reports using Crystal Reports, Brio, Cognos, or other similar database reporting tools.
- Must have skills in developing GIS applications using ArcView, MapInfo, or other similar GIS software.
- Must have skills in analyzing data using SPSS, SAS, Stata, or other similar statistical analysis software.
- Must have skills in using and working with a desktop computer, Microsoft software programs and software used for analytical purposes.
- Must have skills in effectively researching and applying reference materials.
- Must have the ability to communicate effectively with a wide variety of persons including judges, management employees, and judicial co-workers.

MINIMUM QUALIFICATIONS:

A Bachelor’s degree from an accredited college or university and four years of experience in database reports generation to include at least two years of experience performing basic 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 either directly or indirectly to the Director of Information Technology. The incumbent performs duties under general supervision and may at times act as a lead on work projects.

Date: 08/22/2005
Revised: 12/01/2005, 5/18/09; 11/12/12

Approved by: _____
Hiring Authority Date

Deputy Director, Human Resources Date