

Circuit Court for Baltimore City Administrative Analyst

The Administrative Analyst will serve at the pleasure of the Court and will be assigned in the Administrative Office of the Circuit Court. The Administrative Analyst's primary function is to analyze business and/or operating procedures to develop best practices in accomplishing work. This position will report to the Court Administrator and the Deputy Administrator.

Essential Functions:

- Gather and organize data to identify process inefficiencies.
- Analyze data gathered, develop information and recommend available solutions or alternate methods.
- Provide impact statements, cost benefit analysis, and financial forecasting to achieve organizational goals.
- Organize and document findings of studies (external or internal) and prepares recommendations for implementation of new systems, procedures or organizational changes.
- Conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed.
- Develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- Review forms and reports, and confer with management and users regarding content and structure, format, distribution, and purpose.
- Plan and design studies to evaluate workflow, process production, inventory and outcomes, or cost analysis.
- Analyze data gathered and develop solutions or alternative methods of proceedings.
- Coordinate/manage and provide court interpreter language services and interpreter cross-assignments.
- Coordinates the scheduling and assignments of a variety of interpreter classifications and tracks court interpreter language services and cross-assignments within the Circuit Court for Baltimore City.
- Works with local and regional interpreter coordinators regarding availability of court interpreters and the management of court interpreter services.
- Develops and implements procedures for coordinating interpreter resources; monitors requests for interpreting services; handles complaints; reviews and approves claims for payment of interpreting services; enters interpreter logs in to appropriate system.
- Acts as liaison between court administration, court interpreters and judicial officers.
- Conducts data analysis involving qualitative and/or quantitative methods to assess processes and systems.
- Make improvements to existing systems by developing new procedures, reviewing existing and proposed City, State and Federal laws and regulations to ensure continued department and program legal compliance or modifying the system to handle additional data.
- Conducts special studies and investigations to devise systems and legislative and program policy strategies to meet current and projected needs.
- Develop management internal control systems to aid in financial planning and cost analysis.
- Perform other duties as assigned.

Education, Knowledge and Experience:

- A Bachelor's degree from an accredited college or university and three years of experience in work flow analysis, procedures manual writing, operational analysis, or legislative policy analysis.
- Knowledge of the principles and practices of public administration and court environment.
- Knowledge of research principles of methods and techniques of data processing
- Knowledge of mathematical modeling and economic simulation
- Knowledge of program evaluation and cost and productivity analysis.
- Ability to develop, monitor and evaluate programs to measure performance.
- Ability to make cost estimates.
- Ability to compile statistical reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to utilize Microsoft Excel, PowerPoint, Access and Microsoft System Applications.

Compensation:

This is a full-time permanent position with benefits. The annual salary range is \$57,200.00 to \$91,700.00.

To Apply:

Please submit a cover letter and resume by COB deadline on **Wednesday, February 13, 2018** to:

Ms. Kathe Hammond, Human Resource Officer
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
Kathe.Hammond@mdcourts.gov
Fax: 410-396-1545
www.baltimorecity.gov
TTY 396-4930
****No phone calls please**

A writing sample will be requested following an interview.

AN EQUAL OPPORTUNITY EMPLOYER