

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** RESEARCH ANALYST (Research & Statistics Unit)  
(2 Openings)

**CITY:** SAN FRANCISCO

**JOB REQUISITION:** 2589

### OVERVIEW

Under the direction of the Supervising Research Analyst, the Research Analyst will be responsible for providing research support to research projects at the Center for Families, Children, and the Courts in any of the subject areas that are within its purview, such as juvenile dependency, juvenile delinquency, family law, self-represented litigants, court access and fairness, domestic violence, or collaborative courts.

### DEPARTMENT STATEMENT

#### CENTER FOR FAMILIES, CHILDREN & THE COURTS

The Center for Families, Children, and the Courts is an interdisciplinary center dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. Through a multidisciplinary approach, CFCC seeks to (1) ensure that the well being of children, youth, and families is a high priority within the California judicial system; (2) encourage positive changes at both the trial and appellate court levels; and (3) provide leadership, outreach, and collaboration to ensure that court and community resources are available.

CFCC research projects involve collection and statistical analysis of empirical data, qualitative research methods, integrative research reviews, needs assessment, program evaluation, and research consultation with other AOC staff, the courts, the Family and Juvenile Law Advisory Committee, and other government agencies.

For further information on CFCC and recent research products, please visit  
<http://www.courtinfo.ca.gov/programs/cfcc/resources/publications/articles.htm>

### RESPONSIBILITIES

- Design and conduct surveys, focus groups, interviews and other information gathering in the courts;
- Analyze and summarize complex quantitative data using SAS or SPSS and qualitative data using NVivo;
- Conduct literature reviews and secondary data analysis;
- Draft reports and written summaries of research findings; and
- Create and deliver oral presentations at AOC-sponsored and external meetings and conferences.

### QUALIFICATIONS

Equivalent to possession of a bachelor's degree (preferably with major course work in statistics, mathematics, social science, or public or business administration with a concentration in research methods) and three years of professional analytical experience in conducting research and planning projects.

Experience in a field related to the work may be substituted for the education on a year-for-year basis. Possession of a postgraduate degree in an appropriate field may be substituted for one of the three years of required experience.

OR

Two years as a Staff Analyst with the judicial branch in professional planning and research.

## **DESIRABLE QUALIFICATIONS**

- Experience working collaboratively on large-scale research projects;
- Demonstrated interest in legal or court issues, especially in the areas of juvenile dependency, juvenile delinquency, family law, self-represented litigants, court access and fairness, domestic violence, or collaborative courts;
- Interest in working for the public or non-profit sectors;
- Experience in working with administrative data;
- Experience in a range of data collection methods, quantitative and qualitative program evaluation methods, survey research methodology, statistical methods for survey data analysis;
- Experience in communicating about research methodology and research findings to non-research audiences; and
- Expertise with either SAS or SPSS statistical analysis packages.

## **HOW TO APPLY**

To ensure earliest consideration of your application, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "**Statistics/Research**", and search for **Job Req. #2589, Research Analyst**. This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To request a printed application, please visit:  
Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

## **PAY AND BENEFITS**

**SALARY RANGE:** \$5,325 - \$6,471 per month  
(Starting salary will vary between \$5,325 and \$5,858 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
Research Analyst  
(Req. 2589)**

1. Describe your experience in the SAS, SPSS, Stata, or other statistical analysis software packages.
  
2. Describe your background in current methods of evaluation design and research.
  
3. Describe your experience at survey research, including study design, sampling, instrument design and testing, and field work.
  
4. Describe your experience at providing research results to the public, including presentations, reports, web-based information, articles and other means of reporting research. Please describe the audiences for whom you've written or oral presentations.