TREATMENT COURT ANALYST

CLASS CODE: 99-61-33

POSITION PURPOSE

Provides technical assistance regarding treatment court best practices, program fidelity, and to ensure quality programming; stays current on evidence-based practices and applies the same when reviewing and analyzing program data; manages the data management system; develops and maintains forms, handbooks, and other training materials; and coordinates meetings and develops and provides training for treatment court team members.

DISTINGUISHING FEATURE

This position is responsible for managing the statewide treatment court data management system, providing technical assistance, creating training manuals and orientation materials, and assisting with the planning and organizing of the statewide conference.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Manages the statewide treatment courts data management system to ensure program effectiveness and efficiency.
   a. Serves as the liaison between treatment court team members, Datagains (DIMS/LIMS), and the IT department.
   b. Audits the existing DIMS/LIMS system to verify efficiency of operations and integrity of outcome measures.
   c. Submits requests to and assists DIMS and IT staff to ensure the data management system is operating according to the needs of the treatment courts.
   d. Participates in the configuration of new updates and maintenance to the system and subsequent training of treatment court team members.
   e. Tests new programming in DIMS/LIMS and provides informational alerts to treatment court team members.
   f. Reviews all DIMS/LIMS system issues or requested procedural or programming changes and provides input, answers, and final approval.
   g. Develops and implements data management collection techniques.
   h. Develops and updates DIMS/LIMS training manuals for treatment court team members.

2. Provides technical assistance to treatment court team members on policies and procedures to ensure adherence and understanding of evidence-based practices, program fidelity, and operational changes and updates.
   a. Develops and provides orientation and training for new treatment court team members.
   b. Develops and maintains training manuals for the discipline specific roles within the treatment courts; the Fidelity process; and treatment courts rules, policies, and

procedures.
c. Develops, maintains, trains, and provides treatment court forms to team members.
d. Recommends training topics for quarterly and annual trainings for treatment court team members.
e. Assists in the coordination and arrangement of bi-annual statewide treatment court conferences.
f. Schedules treatment court coordinator meetings, prepares the agenda and materials, attends and participates in meeting discussions, and prepares and distributes meeting minutes.
g. Conducts site visits of treatment courts and reviews processes and program documentation to ensure compliance with policies and procedures.

3. Assists in analyzing program data and performance to identify program trends and opportunities for improvement in program success and fidelity.
   a. Gathers and identifies program data to recognize program trends, atypical situations, or other issues that require special consideration or procedures and recommends solutions or changes for improvement in program fidelity.
   b. Develops reports and data visualizations to make recommendations to the Director.
   c. Assists in analyzing information regarding other treatment court opportunities not currently used in the Unified Judicial System.

4. Coordinates and maintains all treatment court contracts with community-based providers and attorneys.
   a. Assists in the development of contracts in conjunction with the SCAO's legal department.
   b. Prepares, processes, and distributes contracts with community-based providers and attorneys through Adobe Sign.
   c. Provides interpretations of contract language to treatment court team members as necessary.

5. Provides support to the Director to assist in operation of the division.
   a. Compiles, composes, and finalizes reports, correspondence, and newsletters in an accurate and appropriate format.
   b. Conducts special projects as assigned by the Director and SCAO staff.
   c. Updates the UJS website regarding treatment court information.
   d. Orders supplies and materials for the division.
   e. Maintains a filing system for the division.

6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not have supervisory authority; however, the incumbent will provide technical assistance to treatment court team members.

ESSENTIAL FUNCTIONS REQUIRE

General physical functions of a typical workday, e.g. sitting, standing, driving, and lifting and carrying materials of 10-15 pounds; attendance in accordance with rules and policies; in-state and out-of-state travel for training and meetings; proficiency in operating office machines such as computer, telephone, copier, etc. The incumbent is required to work effectively with

coworkers and the public, keep field staff informed of treatment court changes and make sure they understand and follow those changes per procedures; continually updating manuals and resources; manage stress; meet deadlines; demonstrate initiative and motivation; and communicate both verbally and in writing complex ideas, procedures, and policies.

PROBLEMS AND CHALLENGES

Challenges include maintaining knowledge of continually evolving treatment court procedures and ensuring they are implemented efficiently and effectively, providing accurate interpretation and information to treatment court team, ensuring the treatment court team remains trained in the latest program changes, ensuring treatment court manuals remain updated, and ensuring the data management system is functioning effectively and properly.

Problems include ensuring timely orientation and training of new and existing treatment court staff, accurate and consistent treatment court data system management and collection, and program analysis of complex data to provide accurate recommendations and reporting on treatment courts effectiveness.

DECISION-MAKING AUTHORITY

Decisions made by the incumbent include day-to-day technical assistance provided to treatment court team members, compliance with program standards and expectations during site visits, statewide forms developed for the treatment courts, content of training materials, recommendations and implementation of program and policy changes, and recommendations for training topics, speakers, and locations.

Decisions referred include treatment court objectives and goals, overall treatment court interpretation of standards and adherence, statewide program and policy changes, and legislative and budgetary directives and initiatives.

CONTACT WITH OTHERS and PURPOSE

Daily contact with the treatment court team members to share treatment court program information and provide technical assistance; frequent contact with DIMS to request programming services and updates to data management system; occasional contact with the Judicial Branch Educator to arrange trainings and other SCAO staff such as Court Services and Clerk Support to coordinate activities and disseminate information.

WORKING CONDITIONS

The incumbent works in a typical office environment. Monthly in-state travel to visit treatment courts and participate in training and meetings and occasional out-of-state travel to attend training and meetings.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:
- treatment courts and the court system;
- UJS policies, procedures and processes;
- effective program evaluation methods;
- auditing and quality control techniques and practices;
- effective record keeping techniques;
- Microsoft Office such as Word, Excel, PowerPoint and Teams;
- presentation techniques and tools.

Skill in:
- organization;
- project development through completion;
- time management;
- diplomacy;
- problem solving.

Ability to:
- research and interpret rules, policies, guidelines, and procedures;
- establish effective working relationships with a wide variety of people within the court system and externally;
- communicate effectively both orally and in writing;
- prepare and analyze written documents and reports;
- develop forms and other resources based on procedures and required guidelines;
- develop and provide presentations and training;
- prioritize multiple tasks and remain flexible;
- provide attention to details;
- work independently;
- maintain confidential records;
- meet deadlines.

Education:

Graduation from a college or university with a bachelor's degree in psychology, sociology, criminal justice, or a related field.

Experience:

Two (2) years of experience in treatment court field work or a related field; or an equivalent combination of related education and experience.