



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Management Analyst III

Posting #SC1118N16

Opening Date: 11/18/16

Closing Date: 12/4/16

Vacancy exists

Salary: \$47,892 - \$59,865 (Minimum – Midpoint) Pay Grade 16

Recruiting For: Superior Court of Delaware

Location: New Castle County Courthouse, City of Wilmington (Please check New Castle Co. on your application).

Nature and Scope: This is the third level directing management studies, analyzing data, evaluating options and recommending alternatives in a diverse range of complex management and operational areas. Incumbent works under the supervision of an administrative superior. Directs the preparation, administration and completion of highly complex and varied interdepartmental management studies and/or performs complex analysis of statewide multidisciplinary operational issues. Makes recommendations and suggests alternatives for proper course of action. Formulates scope of studies in which needs and problems are identified, objectives are clarified and defined and approaches are explored and assessed. Plans and conducts varied statistical studies on departmental operations, labor market and economic conditions and other areas of interest. Oversees and participates in monitoring internal services and those contracted to other agencies for compliance with policies, procedures, rules and regulations. Develops/designs systems for evaluating the effectiveness of operations in meeting established goals and objectives. Identifies program, operational, and/or financial management needs and provides an advisory service that enables other administrative personnel to modify existing or develop new policies and procedures. Participates on committees, task forces, councils and commissions. Participates in reviews concerning grant applications or requests for additional funding or programmatic changes and makes recommendations. Participates in the preparation and maintenance of an operating budget for all assigned areas; develops and formulates policies and procedures relative to financial matters. May plan, assign and

review the work of subordinate staff. Contacts include key management to explain proposals, resolve differences, secure coordination and cooperation in current and proposed studies and reorganization.

Minimum Qualifications: Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "Not Qualified". (Resumes, transcripts, and training certificates may be included as supporting documentation. Resumes may not be substituted for the application.):

1. Three years experience in conducting studies which includes evaluating operations, programs, services, policies and procedures to determine efficiency, effectiveness, whether goals and objectives are met and compliance with laws, rules, regulations, policies and procedures.
2. Three years experience in descriptive statistics such as the mean, median, mode or standard deviation.
3. Three years experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Six months experience in designing studies which includes determining study goals and objectives, information needed, data sources, sampling and collection methods.
5. Six months experience in making recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings.
6. Six months experience in narrative report writing.
7. Knowledge of inferential statistics such as correlation, t-tests, f-tests or analysis of variance.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.superior@state.de.us (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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