



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System and classified as Non-Classified Employee under the Judicial Personnel Rules.)

Posting # SC0610N22

MANAGEMENT ANALYST III

Opening Date: 6/10/2022

Closing Date: Until Filled

Vacancy Exist

Salary: \$51,394.40 - \$60,464 (85% - Midpoint) Pay Grade 16*

Recruiting For: Superior Court of Delaware

Location: Kent County Courthouse, Dover, DE
Leonard L. Williams Justice Center, City of Wilmington
Sussex County Courthouse, Georgetown, DE
(Please check the primary location you are interested in on your application).

This position requires state-wide responsibilities and travel.

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Nature and Scope: This position is characterized as **non-classified** under the Judicial Personnel Rules which means that the employee will work at the pleasure of the President Judge. Reporting to the Director of Operations, this employee will be responsible for directing management studies, analyzing data, evaluating options and recommending alternatives in a diverse range of complex management and operational areas. This position will work under the supervision of an administrative superior and direct the preparation, administration and completion of highly complex and varied interdepartmental management studies and/or perform detailed analysis of statewide multidisciplinary operation issues. Further, this position will make recommendations and suggest alternatives for the proper course of action, as well as formulate the scope of studies wherein needs and problems are identified, objectives are clarified and defined, and approaches are explored and assessed. The employee must have the ability to plan and conduct varied statistical studies on departmental operations and other areas of interest as designated by the Director of Operations. In addition, the employee shall oversee and participate in monitoring internal services and those contracted to other agencies for compliance with policies, procedures, rules and regulations. The employee must have the ability to develop/design systems for evaluating the effectiveness

of operations in meeting established goals and objectives, and to identify program, operational and/or fiscal management needs and provide an advisory service that enables other administrative personnel to modify existing or develop new policies and procedures. The employee may also participate on committees, task forces, councils and commissions and participate on reviews concerning grant applications or requests of additional funding. Also, the employee will participate in the preparation and maintenance of an operating budget to accomplish the Court's long-range operations goals and 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. As a Management Analyst III, the employee will be expected to handle additional duties as the Director of Operations deem appropriate and assign.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

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.

Preferred but not required:

- Knowledge of computer programming languages including the latest generation.
- Knowledge of information systems analysis and design.
- Ability to evaluate and analyze user requests and develop effective plans for database development and maintenance.
- Ability to apply data resource management and system analysis principles to the data planning, modeling and design process.
- Skill in database query languages.
- Skill in implementing, controlling and evaluating database management systems.
- Skill in using diagnostic and performance tools and other software products to maintain established standards for database management systems.
- Ability to create, interpret and communicate a data model and to create and implement an efficient physical database design from application specifications.

Conditions of Employment:

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

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits>.

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@delaware.gov (Preferred Method)
2. Fax your application to: (302) 255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
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.

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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