



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0103N21

MANAGEMENT ANALYST
(Casual/seasonal – not to exceed 29.5 hours per week)

Opening Date: January 7, 2021 **Closing Date:** January 21, 2021

Salary: \$25.00 – \$30.00 per hour*

Recruiting For: Office of the Child Advocate

Location: Position will be based in New Castle County (City of Wilmington)

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

Summary Statement:

The Office of the Child Advocate (OCA) is a State agency, housed within the judicial branch, charged with safeguarding the welfare of Delaware's children. It has 25 full-time employees, six casual/seasonal employees and twelve contractors. OCA operates out of all three counties, representing approximately 600 children in or who have aged out of DSCYF custody through its attorneys and Court Appointed Special Advocate program. It also monitors over 1,500 serious child abuse cases through its Office of the Investigation Coordinator (IC), and provides intensive reviews of children who have died or almost died from abuse or neglect through its Child Abuse and Neglect (CAN) Panel. It manages post-secondary scholarships for youth who have experienced foster care. It provides staffing to the Child Protection Accountability Commission (CPAC) and its numerous committees and workgroups. Finally, it manages, generates and analyzes data for the entire child welfare system.

The position of Casual/Seasonal Management Analyst plays a key role in collecting, interpreting and analyzing the data collected by OCA and CPAC. To support the OCA and CPAC in accomplishing its duties, this employee performs such tasks as:

- Working with the OCA data team to analyze and interpret collected data on child victims and to identify and communicate findings and trends;

- Monitoring OCA data processes to ensure accuracy of data collection and entry by OCA staff;
- Developing and maintaining the OCA database and providing database quality assurance for OCA program areas;
- Preparing and interpreting routine and ad-hoc reports, queries, statistics, and analysis for OCA and CPAC;
- Preparing and presenting ideas and conclusions of the data in reports and presentations to CPAC;
- Participating on the CPAC Data Utilization Committee and other committees, task forces and workgroups that impact data management services;
- Staffing committees and workgroups as appropriate;
- Coordinating with the contractual CPAC Data Manager, who is responsible for database administration services; and,
- Training agency staff and providing technical guidance on constructing database queries and generating reports.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of 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.” Resumes may not be substituted for the application. Applicants must have education, training or experience demonstrating competence in each of the following areas:

- Possession of a Bachelor’s degree.
- Experience in programming in Excel.
- Experience in data collection which includes collecting, compiling, and maintaining data from multiple sources such as files, records, databases, customers, staff, or others.
- Experience in learning and working within data management systems, including data input, quality assurance, error identification and problem resolution.
- Experience in analyzing and evaluating data.
- Experience in creating reports which includes combining and presenting data from multiple sources in an organized format.
- Ability to communicate clearly and effectively.

Preferred Qualification: Applicants who do not possess the preferred qualification will still be eligible to compete for this position if job requirements are met.

1. Experience working with Delaware’s child welfare system.
2. Knowledge of data visualization tools such as Tableau.

Special Requirement: Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification and a Child Protection Registry check.

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.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® 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.aoc@delaware.gov (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

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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