



Position Available

BUSINESS ANALYST – STATISTICAL RESEARCH

Statistical Research Division, State Court Administrative Office

The Statistical Research Division of the State Court Administrative Office is looking for a qualified Business Analyst to conduct complex quantitative analyses and prepare research products to support the organization and inform policy-makers. The Analyst develops and executes strategies for data quality processes and control, as well as designing visualizations using business intelligence software to effectively communicate quantitative data. The position reviews, assesses and develops business processes in support of the organization to ensure the appropriate use of technology, as well as, identifying and analyzing customer business requirements, assessing the cost-effective use of technology and making recommendations regarding process solutions including the use of technology. Where technology is an appropriate solution, the Analyst translates business requirements into system requirements. Essential duties include, but are not limited to, the following:

- Perform in-depth quantitative analysis leading to actionable recommendations to the leadership team;
- Perform various ad-hoc reporting, research, and analysis duties to support day-to-day operational and strategic management decisions;
- Coordinate the development, review, and update of procedures and training materials;
- Develop and maintain a variety of quality assurance and quality control activities, including data governance;
- Consult with management and staff to identify, define, and document business needs, current operational procedures, problems, and input/output requirements. Create business requirement documents, process flows, and screen mock-ups as needed and obtain stakeholder approval;
- Act as a liaison between end-users and information technology staff in the analysis, design, configuration, testing and maintenance of systems to ensure optimal operational performance.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree in mathematics, data science, statistics, economics, information management or a related field or college coursework plus five years of experience in major analytical or research studies and business related experience. Candidates with a Bachelor's degree must have three years of experience in major analytical or research studies and business related experience.

KNOWLEDGE

- Proficient with Microsoft Office Tools (Proficiency with SPSS and business intelligence software preferred);
- Proficient in statistical analyses and research methods;
- Understanding of data, data mining, data cleaning processes, and databases;
- Understanding of data visualization and reporting techniques;
- Principles and practices of producing effective project documentation and understanding of trial court functions, processes, operations, and performance measures;
- Business analyst processes such as those outlined in the International Institute of Business Analysis BABOK guide;
- Understanding of SQL preferred.

ABILITY

- Strong math and analytical skills;
- Communicate effectively, both verbally and in writing;
- Facilitate working meetings, elicit and solicit information, and absorb the information being communicated; facilitate a shared understanding of the problem, possible solutions, and scope of the project in its entirety; facilitate solutions to technical challenges among multiple teams when they involve negotiation between multiple business and technical stakeholders;
- Evaluate multiple options before facilitating the solution to a problem;
- Apply critical thinking skills to determine the appropriateness of requests, with periodic reviews of business procedures to clarify or change a business process. Use the knowledge gained in the daily operational procedures as input to business process and procedure documentation;
- Prioritize across multiple tasks in a fast paced environment;
- Work independently and manage time effectively to meet deadlines.

WORK LOCATION: Hall of Justice, Lansing, Michigan. Work is typically completed in an office environment, but may require occasional long periods of travel via automobile. May include occasional overnight travel.

TO APPLY: Please e-mail your cover letter and resume in Word or Adobe.pdf format to jobapps@courts.mi.gov and include "Business Analyst-Statistical Research" in the subject line. If you are unable to e-mail applicant materials, you may send them to: Judicial Human Resources, Attn: Business Analyst-Statistical Research P.O. Box 30052, Lansing, MI 48909.

APPLICANT DEADLINE: OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER