



PRINCIPAL ANALYST, OFFICE OF RESEARCH AND INSTITUTIONAL ACCOUNTABILITY

Office: Executive
Status: Exempt – Executive
Grade: 55E

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Office of Research and Institutional Accountability or other Executive
Staff assigned
Supervises: Staff as assigned

DEFINITION

The Office of Research and Institutional Accountability (ORIA) is responsible for ensuring excellence, efficiency, accountability and compliance in State Bar operations, as well as serving as the Bar's primary source for research and data analysis. The Principal Analyst (PA) serves under the general oversight of the Director, ORIA, and is responsible for conducting institutional program evaluation, research, data collection and analysis, internal performance and fiscal audits, and for supporting the implementation of special projects as assigned. This position serves on a team that is responsible for continuous institutional organizational improvement, collaboration, accountability and professionalism through the use of data, statistical, financial, and program analysis. The PA may also oversee other functions as assigned.

MAJOR DUTIES & RESPONSIBILITIES

1. The PA is responsible for implementing a data collection and research plan for all major program areas of the State Bar, to include fiscal and operational analyses, development and presentation of data dashboards, and outcome evaluation. The PA will work with internal customers to understand the results of analyses that are conducted, and to operationalize changes in practice or procedure that are implicated by those results.
2. The PA is responsible for extracting and analyzing data from the State Bar's information systems, to support institutional performance analysis and program evaluation.
3. The PA is responsible for conducting internal performance and financial audits pursuant to a performance and financial audit plan, to ensure that the State Bar's core functions are being performed efficiently and effectively, and in compliance with all governing mandates.
4. The PA is responsible for overseeing the implementation of special projects, particularly those crossing multiple units or Departments within the Bar, to include, in the near term, Workforce Planning and Compensation Studies, workforce composition and distribution changes resulting from those studies, institutional records management, and case

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management system initiatives. The PA is also responsible for staffing critical Board of Trustee or Executive Office efforts, to include, in the near term, the Governance in the Public Interest Taskforce.

5. The PA responds to internal and external inquiries about the State Bar's data collection and analysis, continuous improvement, and internal audit efforts.
6. In collaboration with the Office of Communications and Stakeholder Engagement, the DORIA formulates and effectuates a communication strategy regarding the State Bar's data collection and analysis, continuous improvement, and internal audit efforts, and responds to related inquiries from Executive Staff, Board Members, the Judiciary, the Legislature, the Governor's Office, and other stakeholders.
7. The DORIA is responsible for managing and supervising subordinate staff including a mix of administrative support, analytical, and technical staff, in a manner that is consistent with governing labor agreements and State Bar policy. In addition, the DORIA is responsible for managing and directing the work of contractors and consultants, in accordance with State Bar policies.
8. The DORIA assumes other related duties and responsibilities as assigned.

KNOWLEDGE & SKILLS

1. Principles of program evaluation, policy assessment and implementation.
2. Principles of problem identification, analysis and resolution
3. Principles of data analysis.
4. Principles of business process reengineering.
5. Principles of institutional management.
6. Principles of effective written and verbal presentations, including public speaking.
7. Principles of effective communication.
8. Principles of public relations/customer service.
9. Principles of board and committee administration.
10. Principles of organizational behavior and conflict resolution.
11. Principles of financial and public policy analysis and research.
12. Principles of effective institutional communication in dealing with different constituencies.
13. Principles of effective personnel management in a union environment.
14. Principles of government relations.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communication.
2. Communicate clearly and effectively in person, by telephone, by computer and in writing.
3. Travel by air and automobile.
4. Review and analyze complex written documents.
5. Speak publicly to large groups of people.
6. Perform under stress and adopt effective courses of action.
7. Effectively interact with others.
8. Effectively address conflict.
9. Retrieve, lift and carry files and documents weighing up to ten (10) pounds with reasonable accommodation.

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MINIMUM QUALIFICATIONS

1. Minimum five (5) years progressively responsible experience in business process reengineering, data collection and evaluation, research or performance or financial auditing in a public sector, legal or nonprofit environment, or equivalent;
2. Minimum two (2) years of senior management/supervisory experience with personnel and budget responsibilities;
3. Bachelor's Degree in relevant field may substitute for up to two (2) years of experience;
4. Master's Degree in relevant field may substitute for up to three (3) years of experience;
5. Facility with database-driven management reporting systems.

Revised February 2016