

Title: Social Science Analyst

Department: The Administrative Office (AO); Judicial Branch of the Federal government

Salary Range : \$64,650.00 to \$122,961.00 / Per Year

Position Information: Full Time - Excepted Service Permanent

Duty Location: Washington DC, DC

Who may apply: United States Citizens

Supervisory Status: NO

Job Announcement Number: 16-DPS-1761822

Series & Grade: AD-0101-00/00

Job Summary

The Administrative Office (AO), an agency of the Judicial Branch of the Federal government, is committed to serving and supporting the Federal court system of the United States. The AO provides a broad range of legislative, legal, financial, technology, management, administrative and program support services to the Federal courts.

The Administrative Office of the U.S. Courts is seeking a Social Science Analyst to serve in the Data Quality & Production Branch within the Judiciary Data and Analysis Office (JDAO) of the Department of Program Services (DPS). The office is comprised of a diverse team of statisticians, data architects, project managers, and other subject matter experts in collecting, analyzing, and disseminating essential judiciary information and statistics to make fact-based decisions and fulfill Congressional reporting requirements. The office develops and maintains business analytical tools and services, such as an enterprise data warehouse, to store and manage the data that supports the Judiciary's information needs.

AO positions are classified and paid under a broad-banded system with the exception of positions in the AO Executive Service. Salary is commensurate with experience. Most AO employees are eligible for full Federal and Judiciary benefits. The AO is committed to attracting the best and brightest applicants in our support of the Third Branch of government. We take pride in serving the Judicial Branch and supporting its mission to provide equal justice under law.

Duties

The incumbent will serve as a Social Science Analyst in the Data Quality and Production Branch of the Judiciary Data and Analysis Office. This Branch works with data providers to acquire data from source systems, process the data, ensure overall data quality, and provide basic trend analysis. The incumbent's duties will include, but not be limited to the following:

Duties include, but not limited to:

- Managing a data process that includes data collection, data quality, and data reporting;
- Maintaining sufficient knowledge of data elements, data policies, business rules, systems, and reports to answer most questions/inquiries related to data collection and data reporting;
- Ensuring data quality by performing all data quality review and quarter close activities;
- Developing queries, tool kits, and reports for use in managing data acquisition and data quality review as well as responding to common inquiries;

Responding to inquiries for data reporting from the courts, other AO offices, other Judiciary entities, other government entities and the public by creating ad-hoc queries as well as providing standard/routine reports, tables and extracts;
Performing basic data/trend analysis to understand and monitor data from both the data collection and data reporting perspectives; and
Proactively researching and identifying common errors and monitors error frequency, trends and types of errors within and across programs and source systems.

Qualification Requirements

Applicants must have demonstrated experience as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment Systems which include interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions. Specialized Experience: Applicants must have at least one year of specialized experience which is in or directly related to the line of work of this position. Specialized experience is demonstrated experience in managing a data process that includes data collection, data quality, and data reporting. Applicants will be asked to demonstrate their specialized experience in narrative form (8,000 characters or less) as part of the Occupational Questionnaire.

How You Will Be Evaluated

We will review your resume and supporting documentation and compare this information to your responses on the occupational questionnaire to determine if you meet the minimum qualifications for this job. If you meet the minimum qualifications for this job, we will evaluate your application package, to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the requirements listed in this vacancy announcement.