**JOB VACANCY NOTICE**

**Posting Date:** June 24, 2021

**Job Listing Identification Number:** 14644045

**State Job Title:** Program Specialist V

**Agency Job Title:** Senior Policy Analyst (Family Representation & Child Protection)

**Monthly Salary Range:** $5,833.34-$6,666.67

**Remarks:** Salary commensurate with experience.

**Closing Date:** Until Filled

**State Class. No. and Salary Group:** 1574/B21

**FLSA Status:** ☒Exempt ☐ Non-Exempt

**Location:** Austin, Texas

**Type of Job:** ☒ Full Time ☐ Part Time

**Travel Required:** ☒ Yes 30% ☐ No

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**About the Texas Indigent Defense Commission (TIDC)**

TIDC funds, oversees, and improves Texas public defense. Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding public defense in all 254 Texas counties.
- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense data.
- Drafting and testifying on public defense legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense.

**Mission**
Protecting the right to counsel, improving public defense.

**Vision**
Excellent representation for all.

Last year, TIDC awarded over $35 million in public defense funding, added public defender offices in 10 counties, monitored public defense in 32 counties, trained over 3,000 people, launched a new data portal, and released a major publication on public defender offices. Learn more at tidc.texas.gov.
**Job Description:**
Each of Texas’s 254 counties provides child protection services differently. As a TIDC senior policy analyst, you will help improve outcomes for families within Texas’s child protection system by leading the most comprehensive statewide analysis of how parents and children are represented. You will work alongside counties to collect policy and fiscal data. You will develop and refine tools for data collection and analysis, including vouchers, expenditure reports, fee schedules, and appointment methods. You will train judges, auditors, lawyers, and county officials on data collection. You will also work with TIDC’s partners to develop a data portal to share family representation data with the public. Ultimately, the data you collect will be used to help improve court processes and create more equitable, cost-effective solutions for children and families. In addition to these core duties, there may be flexibility to develop other projects to improve representation, including presentations, publications, training, and more. You will perform advanced (senior-level) consultative services and technical assistance work.

Work involves planning, developing, and implementing a major agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, and the public. You will work under limited supervision, with considerable latitude for the use of initiative and independent judgment. The Senior Policy Analyst for Child Protective Services reports directly to TIDC’s Executive Director.

**Essential Job Functions:**
- Communicating with local stakeholders.
- Developing ways to collect and share meaningful data regarding family representation.
- Working with local stakeholders to collect and report family representation data.
- Training stakeholders on data collection.
- Performing other tasks to monitor or improve Texas family representation.
- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**
- Graduation from an accredited four-year college or university.
- Two years of graduate studies in law, public policy, or related field.
- Seven years’ experience in child protection law, family representation, public policy, or public defense.
- Demonstrated interest in improving family representation.
- Knowledge of state and federal laws relating to family representation.
- Applicants selected for interview will be required to submit a writing sample.
- Superior written and oral communications skills.
- Skill in use of Microsoft Office applications.
- Strong desire to improve family representation in Texas.
Preferred Qualifications:
- Doctor of Jurisprudence.
- Experience as an advocate on behalf of parents or children.
- Skill in conducting legal research.
- Leadership skills.

Note:
The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.
59A, 30, OS, 641X, 0205, 0640, 86MO

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:
All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant’s response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.