



STATE OF COLORADO  
 invites applications for the position of:  
**Juvenile Justice Resource Analyst - DYS DMA Unit**  
 This position is open only to Colorado state residents.

**CLASS TITLE:** ANALYST IV

**LOCATION:** Lakewood, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** Division of Youth Services Data Management and Analysis 4141 S. Julian Way Denver, CO 80236

**SALARY:** \$66,444.00 - \$81,852.00 Annually

**FLSA STATUS:** Exempt; position is not eligible for overtime compensation.

**OPENING DATE:** 02/22/23

**CLOSING DATE:** 04/02/23 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



- Our mission** Together, we empower Coloradans to thrive.
- Our vision** To serve Coloradans through bold and innovative health and human services.
- Our values** People-first approach. Balance. Accountability. Transparency. Ethical. Collaboration.
- Our motto** We are the people who help people.

**This position is open to current Colorado residents only.**

Please note: This recruitment may be used to fill multiple vacancies at the locations below.

**Division of Youth Services**

**Data Management and Analysis Unit**

**Opt in below to receive text message updates on CDHS recruiting events!**

**[CDHSCareers](#)**

**About the Division of Youth Services:** The Division of Youth Services (DYS) provides a continuum of residential and non-residential services that encompass juvenile detention, commitment, and parole. DHS is the agency statutorily mandated to provide for the care and supervision of youth committed by the District Court to the custody of the Colorado Department of

Human Services. The Division operates fifteen secure facilities that serve youth between the ages of 10 and 21, who are pre-adjudicated, sentenced, or committed. The Division also contracts with numerous private residential and non-residential service providers throughout the State. For pre-adjudicated youth, the Division is also responsible for the management and oversight of Colorado Youth Detention Continuum, a State-funded, locally administered program that provides services to youth at risk of further progressing into the juvenile justice system. In addition to residential programming, the Division administers juvenile parole services throughout the State.

We invite you to explore the DYS website and learn about the services provided to youth, families, and local communities in the State of Colorado at: <https://www.colorado.gov/cdhs/dys>

### **My Why**

[https://www.youtube.com/embed/HrRYNbcj\\_OU??&list=PLqasJSO5igbSuiJP\\_8oLeJVUJ\\_EjTLZGy&wmode=opaque&rel=0&wmode=opaque&rel=0](https://www.youtube.com/embed/HrRYNbcj_OU??&list=PLqasJSO5igbSuiJP_8oLeJVUJ_EjTLZGy&wmode=opaque&rel=0&wmode=opaque&rel=0)

## **DESCRIPTION OF JOB:**

**This announcement is a Remote/Hybrid position.**

**Please note: These working arrangements are subject to change.**

### **Overall function of the work unit:**

The Division of Youth Services (DYS) Data Management and Analysis team uses expertise in data, statistics, analysis, research, evaluation, criminology/sociology/psychology, as well as juvenile justice theory and literature to provide information, guide decision-making, influence policy, advocate for practices that ensure youth and family success, and enhance performance within the Division by: 1) Promoting Data-Driven Decision Making, 2) Promoting Data Transparency and Accessibility, 3) Conducting Policy & Practice-Relevant Analysis, 4) Evaluating Current Practices, and 5) Advocating for Evidence Based Principles, Practices, and Programs.

### **Description of Positions:**

This position will provide the technical and analytical support necessary to meet requirements set forth by the passage of SB 21-071. The new law simultaneously reduced the statewide detention capacity (set a new statewide limit on detention at 215, down from 327) and set forth expanded working group requirements. The pre-established working group's (titled the SB 94/CYDC Advisory Board) functions were expanded to include reviewing available data regarding detention use, the availability of community resources, including a continuum of placements and resources for youth, and developing standards and outcomes measures. This position will support the data and reporting mandates of this working group. This position works closely with the Juvenile Justice Resource Specialist in the Child Welfare Youth Services Unit and other analysts dedicated to SB21-071 efforts.

### **Assist the Office of Information Technology (OIT) with TRAILS enhancements**

- This position specifically serves in a hybrid role between the OIT/TRAILS Technical team and the DMA team within the Division of Youth Services. This position works strategically on behalf of the CYDC Advisory Board, the DYS Leadership Team (LT), the DMA Director, TRAILS users, and Department staff to: plan, develop and execute a thoughtful approach to Direct File and Reverse Transfer case data collection, warehousing, records matching, extraction, reporting, analysis and interpretation. This includes enhancing establishing or developing new systems and processes to more readily obtain appropriate data for decision-making.

- Enhance the Department's data collection and reporting processes to comply with state reporting requirements within required timeframes, assuming a lead role in these efforts. Help develop and implement a bridge between DYS data and other organization's data systems (i.e., Court and hearing data from Judicial - ICON/Eclipse, Colorado District Attorney Council or CDAC, CICJIS) via a TRAILS system interface, proven algorithm, or similar method. These duties include technical-sharing of expertise, communication, and developing processes and negotiating of priorities. This is especially important as it relates to extracting court and court hearing data to conduct appropriate records matching and analyses.
- Possesses the high-level skills to convey technical concepts to OIT staff (i.e., business analysts, programmers, developers, etc.). Apply and provide technical expertise on the DMA team's use of Trails, SPSS, Microsoft Access, Excel, Crystal Reports, TOAD, Tableau and other software programs and solutions. Assist with designing TRAILS builds and/or enhances, functionality enhancements, troubleshooting and resolving data issues that arise in TRAILS Reports and Extracts. Recommend TRAILS changes or improvements to make data entry, collection, extraction, and reporting more accurate and efficient. Modernize methods of data extraction and analysis as necessary; develop and participate in methods of report/query development and automation. Participate in statewide workgroups aimed at developing unique person identifiers across public data systems or proven algorithms to link individual records across sources.

### **Statistical Analysis**

- This position is the Department's Staff Authority on Direct File and Reverse Transfer case data (collection, warehousing, records matching, extraction, reporting, analysis and interpretation). The incumbent generates scientifically sound, defensible, and accurate data and results to aid the CYDC Advisory Board and the Department in strategically meeting the statutory mandates of SB21-071. Data and results produced will inform decisions impacting the juvenile justice population and volume changes at critical junctures in the detention continuum.
- This position uses appropriate scientific methods and statistical techniques to investigate and report on Direct File and Reverse Transfer cases, data-related outcomes, offender data, system strain (resources and gaps). This position determines the appropriate data elements necessary to conduct statistically valid analyses. This position further assists in disseminating results through presentations and in writing to the working group, CDHS leadership, legislature, governmental and non-governmental agencies, and public stakeholders as necessary.
- Analyze (collect, analyze, interpret, and present) appropriate indicators on juvenile offender-related laws, court processes, and issues in Colorado. Assume a leadership role in the development and implementation of evaluation reports required by statute, Governor Requests for Information (RFI's) and/or requests made by other parties. This position designs and implements strategies to successfully meet statutory requirements and working group action items. In addition, this position develops and implements streamlined processes to track and analyze various Division and detention outcomes (key outcomes, intermediate outcomes, performance indicators, etc.), as they relate to Direct File and Reverse Transfer cases, system implications and outcomes.
- Inform DMA Director, DYS Management and legislative working group on population trends and resource strains. Apply knowledge of the results/outcomes/findings to generate recommendation for policy changes, resource utilization, judicial practice change, and new programs or options for youth offenders involved in the direct file or reverse transfer process.

### **Advisory Board Support, Communication, and Presentation of Findings**

Each Incumbent supports the data and reporting duties of the CYDC Advisory Board and the Department as documented in SB21-071, providing leadership on the specific mandates below:

- Assists the working group to develop and implement PERFORMANCE STANDARDS AND OUTCOME MEASURES TO EVALUATE THE DEGREE TO WHICH ALLEGED AND

ADJUDICATED OFFENDERS ARE IN THE LEAST RESTRICTIVE SETTING WITH APPROPRIATE SERVICES;

- Reviews recommendations set forth by the group regarding FUTURE DATA COLLECTION AND REPORTING TO ASSIST THE WORKING GROUP IN COMPLETING ITS DUTIES;
- Works to address the availability of data and/or analysis of THE NUMBER OF YOUTH IN DETENTION CHARGED BY DIRECT FILING PURSUANT TO SECTION 19-2-517 BY JUDICIAL DISTRICT OR COUNTY, AND THE AVERAGE LENGTH OF STAY IN DETENTION FOR THESE YOUTH;

### **Judicial Department and Colorado District Attorney Council (CDAC) Liaison**

This position will work with others to help lead efforts on behalf of the legislative working group to recruit the participation and assistance of both the Judicial Department and the Colorado District Attorney Council or CDAC, to share, compile, match, and compare necessary court records for accurate, statewide, Direct File and Reverse Transfer case information.

## **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

### **MINIMUM QUALIFICATIONS:**

**EDUCATION:** Graduation from an accredited college or university with a bachelor's degree in Statistics, Mathematics, Juvenile or Criminal Justice, Criminology, Sociology, Economics, Political Science, Computer Science, Data Science/Analytics or a closely related field,

**AND**

**EXPERIENCE:** Three (3) years of professional experience in an occupational field related to the work assigned to the position.

**Substitutions:** Professional work experience as outlined above, which provided the same kind, amount, and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree, for a total of 7 (seven) years of experience required. At least 6 months to a year of experience in any statistical tool like SPSS or SAS is still required in the substitution.

A master's or doctorate degree from an accredited college or university in Statistics, Mathematics, Juvenile or Criminal Justice, Criminology, Sociology, Economics, Political Science, Computer Science, Data Science/Analytics or a closely related field may be substituted for the bachelor's degree and one year of general experience.

\*A legible copy of college or university transcripts must be submitted in order for applicants to receive credit for the education requirement.

### **Preferred Qualifications:**

- Master's Degree or Doctorate in Criminology, Criminal Justice, Sociology, Economics, Statistics, Mathematics, Data Science/Analytics or Computer Science.
- Advanced experience mining, analyzing and visualizing large administrative data sets using software such as SPSS, R, SAS, Crystal Reports, Toad, Oracle, Python, Tableau, Google Data Studio, SQL, etc.
- Three (3) years professional experience as a statistical analyst in the Juvenile Justice field
- Knowledge of and/or experience with the juvenile justice system in Colorado

- Ability to conduct a comprehensive review and analysis of all factors that impact achieving desired outcomes, including data collection, data entry, data management, data extraction, and qualitative and quantitative data analysis
- Outstanding data, analytical and statistical skills
- Critical thinking and problem solving skills
- Outstanding written and verbal communication skills
- The ability to discern important findings/trends from an abundance of data
- The ability to accurately match records across multiple data sets and data sources
- A commitment to accuracy and exceptional attention to detail
- Ability to troubleshoot complicated issues and errors
- Comfortable being self-driven and self-directed in long- and short-term projects
- Ability to work independently long-term
- Proficiency in G Suite including Gmail, Hangouts, Calendar

### **Highly Desirable Competencies:**

- Familiarity with the Colorado Department of Human Services' Office of Children, Youth and Families and/or the Division of Youth Services and/or the Colorado Youth Detention Continuum
- Proven experience in data analysis, project management, change management, and performance measurement
- Experience managing and/or supporting a performance improvement strategy, including developing performance improvement materials and outcomes-focused metrics
- Experience synthesizing and delivering complex information for use at various levels
- Ability to translate data into actionable recommendations
- Extensive experience in making modifications to TRAILS database system and/or to its Table Structure
- Ability to relate to diverse stakeholder groups
- Experience providing oversight of working groups, work products, and implementing program directives

### **Conditions of Employment:**

The successful candidate in this position must be willing and available to submit to the following conditions:

- Must be 21 years old or older
- Must possess and maintain a valid State of Colorado drivers license
- Must have no felony convictions and no violent history
- Must pass a drug screen
- Must pass a Colorado Bureau of Investigations and a Federal Bureau of Investigations background check as a condition of employment. Included in the background check is a current and/or previous employer check. Your current and/or previous employers within the past 10 years at a minimum must be listed on your job application (most recent in descending order), even if the job or duties are unrelated to the position for which you are applying. Incomplete employer information (address, phone number, and supervisor) or omission of former employers may result in a disqualification of your application.
- **Former State employees who were disciplinarily terminated or resigned in lieu of termination must disclose the information on the application and provide an explanation why the prior termination or resignation should not disqualify the applicant from the current position. Absent extraordinary circumstances, prior disciplinary termination or resignation in lieu of termination will disqualify the applicant from future State employment with CDHS.**
- *As a condition of employment, effective September 20, 2021, employees will be required to attest to and verify whether or not they are fully vaccinated for COVID19. Employees who have not been fully vaccinated may be required to test at regular intervals if there is a State of Colorado employee mandate to serial testing in the future.*
- *Upon hire, new employees will have three (3) business days to provide attestation to their status. Vaccinated employees must provide proof of vaccination. The offer is, therefore, contingent upon you attesting to your vaccination status with proof of vaccination within thirty (30) business days of the first day of work. Be advised that "fully vaccinated" means two (2)*

*weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer, Moderna or Novavax vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.*

- *Religious and medical exemptions and reasonable accommodation shall be addressed as required by law pursuant to the Equal Employment Opportunity Commission's vaccination guidance. If you would like to request a medical or religious exemption, please contact [CDHS\\_HumanResources@state.co.us](mailto:CDHS_HumanResources@state.co.us).*

### **Appeal Rights:**

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email ([dpa\\_state.personnelboard@state.co.us](mailto:dpa_state.personnelboard@state.co.us)), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to [spb.colorado.gov](http://spb.colorado.gov); contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at [spb.colorado.gov](http://spb.colorado.gov) under Rules.

### **SUPPLEMENTAL INFORMATION:**

Link to: [How to Apply](#)

Link to: [The Assessment Process](#)

**For additional recruiting questions, please contact [Isaac.Phelps@state.co.us](mailto:Isaac.Phelps@state.co.us).**

### **About Us:**

If your goal is to build a career that makes a difference, consider joining the dedicated people of the [Colorado Department of Human Services](#) (CDHS). Our professionals strive to design and deliver high quality human and health services that improve the safety, independence, and well-being of the people of Colorado. In addition to a great location and rewarding and meaningful work, we offer:

- Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) [www.copera.org](http://www.copera.org) plus 401(k) and 457 plans
- [Medical and dental health plans](#)
- Employer supplemented [Health Savings Account](#)
- Paid life insurance
- Short- and long-term disability coverage
- 11 paid holidays per year plus vacation and sick leave
- [BenefitHub](#) state employee discount program
- [Employee Wellness program MotivateMe](#)
- Excellent work-life programs, such as flexible schedules, training and more
- Remote work arrangements for eligible positions

\*Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, go to <https://www.colorado.gov/pacific/dhr/student-loan-forgiveness-programs>.

### **Our Values:**

**We believe in a people-first approach:** To serve the people of Colorado, we develop a culture and work environment that creates an energized, inspired, and healthy team capable of giving their best to Coloradans.

**Balance creates quality of life:** We want our team to be resilient through a supportive workplace that values flexibility, health and wellness, and employee engagement.

**We hold ourselves accountable:** We take responsibility through our actions, programs, and results for the state of health and human services in Colorado.

**Transparency matters:** We are open and honest with employees, our partners, the Coloradans we serve, and the public.

**We are ethical:** We abide by what is best for those we serve by doing what is right, not what is easy.

**Collaboration helps us rise together:** We work together with all partners, employees, and clients to achieve the best outcomes for Coloradans.

**We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of diverse backgrounds and abilities.**

**ADAA Accommodations:** CDHS is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, Nancy Schmelzer, at [cdhs\\_ada@state.co.us](mailto:cdhs_ada@state.co.us) or call 1-800-929-0791.

**~THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER~**

<https://www.youtube.com/embed/K6gjqMdD39s?&wmode=opaque&rel=0>

[Toll Free Applicant Technical Support](#)

**HOW TO APPLY:** Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

An online application must be submitted

**DEPARTMENT CONTACT INFORMATION:**

[Isaac.Phelps@state.co.us](mailto:Isaac.Phelps@state.co.us)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

DEPARTMENT WEBSITE:  
<https://cdhs.colorado.gov>

Position #IKA 06170 02/22/2023  
JUVENILE JUSTICE RESOURCE ANALYST - DYS DMA UNIT  
IP

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

**Juvenile Justice Resource Analyst - DYS DMA Unit Supplemental Questionnaire**

- \* 1. Applicants for State of Colorado classified positions must be current residents of Colorado. Are you a current resident of the State of Colorado who can provide proof of residency?  
 Yes    No
  
- \* 2. If you're using education to substitute for experience you must attach a copy of your unofficial or official transcript for the coursework to substitute for required experience. Not attaching your transcript will not allow for this substitution. Are you using your transcripts to substitute for any experience and did you attach them to your application?  
 Yes    No
  
- \* 3. Please describe your experience analyzing juvenile justice related indicators in Colorado (e.g., related laws, court processes, and issues). Please include any relevant experience with Court data, highlighting any Direct File and Reverse Transfer case data experience (collection, warehousing, records matching, extraction, reporting, analysis and interpretation). Applicants are encouraged to provide examples of past work utilizing appropriate scientific methods and statistical techniques to investigate and report on system performance indicators and outcomes, justice populations and data, system strain, and resource availability and/or gaps.
  
- \* 4. Please describe your experience with enhancing, establishing, or developing new solutions as it relates to working with large information systems and processes (e.g., extracting data, developing reports, promoting quality assurance, and responding to ad-hoc queries) to more effectively produce data for decision-making and analysis. Please elaborate on your ability to convey technical concepts to OIT staff (i.e., business analysts, programmers, developers, etc.) and your technical skills relating to Trails, SPSS, Microsoft Access, Excel, Crystal Reports, TOAD, Tableau, and any other software programs and solutions.
  
- \* 5. Please describe your experience with working independently on both long- and short-term projects. Please elaborate on your level of comfort and ability to perform self-directed work.
  
- \* 6. Describe your experience presenting analytical results, outcomes and conclusions to an audience.
  
- \* 7. A condition of employment requires applicants to be 21 years of age or older. Do you meet this condition?  
 Yes    No
  
- \* 8. Have you been terminated and/or counseled for performance issues? If yes, identify the employer(s) and explain below.
  
- \* 9. Former State employees who were disciplinarily terminated or resigned in lieu of termination must disclose the information on the application. In the space below, please



provide an explanation as to why the prior termination or resignation should NOT disqualify your application from the current position.

- \* 10. If you are a current or former State of Colorado employee, please list your employee number (should start with 9971....) and/or the years that you were employed with the State:
  
- \* 11. The bottom of this job announcement provides links to additional information on how to apply, the assessment process, toll free applicant technical support, and about how the State of Colorado is an equal opportunity employer. Please acknowledge below that you have read the information provided in these links.
  - This information is available to me and I have read this information.
  - I am unable to access the links with this information on the job posting. (If you select this option, please contact the recruiter, whose information is listed on this announcement, so that they can send this information directly to you.)
- \* 12. Are you a veteran? Your DD-214 must be uploaded with your application.
  - Yes    No

\* Required Question