



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: August 5, 2025

Job Listing Identification Number: 00051684

State Job Classification: Program Specialist IV-VI

Functional Title: Policy Analyst/Senior Policy Analyst

Monthly Salary: \$5,740.96-\$8,304.00

Remarks: This posting is for one position, either a policy analyst or a senior policy analyst, depending on training and experience of the selected candidate. Telework options may be available. Salary commensurate with qualifications and experience.

Closing Date: August 19, 2025

State Class. No. and Pay Group: 1573/B20, 1574/B21, 1575/B23

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, TX (preferred)

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes 25% ☐ No

About the Texas Indigent Defense Commission (TIDC)

TIDC Mission: Protecting the right to counsel, improving public defense.

TIDC funds, oversees, and improves Texas public defense. TIDC has historically only focused on indigent defense in criminal matters, but in recent years has expanded its focus to also include family representation (child and parental representation in Child Protective Services cases). Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding criminal 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.

Learn more at tidc.texas.gov.

Job Description:

As a TIDC policy analyst, you are part of a team that improves Texas criminal public defense by monitoring county compliance with the Fair Defense Act. Monitoring includes court observation, interviews, court record review, investigation, and report writing. When you find problems with a public defense system, you recommend changes and work with judges, lawyers, court personnel, and county officials to create better public defense systems that comply with the Fair Defense Act.

You will also work to improve the family protection representation system in Texas, which is the legal representation of children and parents involved in the child protection system.

In addition to these core duties, policy analysts will work on other TIDC projects related to the Improvement Team, or data collection and analysis with the Research Director, including presenting to criminal justice or family representation stakeholders, drafting publications, planning public defender offices, organizing stakeholder groups, data visualization, and more.

Remote or hybrid work within Texas may be possible.

Program Specialist IV (Policy Analyst): You provide highly complex (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 work under limited supervision, with moderate latitude for the use of initiative and independent judgment. You may train others.

Program Specialist V and VI (Senior Policy Analyst): You perform advanced or highly 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. You will interpret laws and lead policy monitoring report drafting.

Program Specialist IV (Policy Analyst):

- Observing court proceedings, interviewing judges, attorneys, and county officials, and reviewing court records to investigate county public defense systems.
- Analyzing counties' local indigent defense procedures and processes and assessing compliance with state laws.
- Writing policy monitoring reports and presenting findings to county stakeholders.
- Writing publications to enhance the knowledge base for Texas public defense.
- Providing technical assistance to counties to promote compliance with the Fair Defense Act and applicable Family Protection Representation laws and improve the delivery of public defense services.
- Organizing stakeholder groups and training attorneys, judges, and court personnel on public defense law and best practices.
- Collaborating with county stakeholders to develop planning studies for new public defender offices and managed assigned counsel programs.
- Developing legislative proposals and engaging with legislative staff on matters related to public defense.
- Performing other tasks to monitor or improve Texas public defense.

Additional job functions for Program Specialist V or VI (Senior Policy Analyst):

- Leading court observations, interviews, and record reviews to investigate county public defense systems.
- Consulting with high-level county officials.
- Working on or leading other major TIDC policy initiatives.

Minimum Qualifications:

- Bachelor's degree.
- Two years of graduate studies in law, public policy, or related field.
- Superior written and oral communications skills.
- Experience using Microsoft Office applications.
- Must be able to travel for monitoring trips (both driving and air travel) as necessary. Overnight stays will be required.

Additional minimum qualifications for Program Specialist V-VI (Senior Policy Analyst):

- Experience in criminal public defense representation or policy.

Preferred Qualifications:

- Juris Doctor
- Demonstrated leadership experience
- Legislative experience
- Intermediate to advanced data analysis and visualization skills
- Demonstrated interest in or experience working on issues related to family representation (child or parental representation in CPS cases)

Knowledge, Skills and Abilities:

- Knowledge of local, state, and federal laws relating to public defense
- Skill in conducting legal research

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army-No military equivalent, Navy-BU Builder, Coast Guard SE16 Acquisition Project Management, Marine Corps-2611 Cryptologic Cyberspace Analyst, Air Force-Cyber Systems Operations, Space Force-63A Acquisition Manager. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply: All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#) and can be viewed on 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.