



Austin American-Statesman
statesman.com

Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: November 5, 2025

Job Listing Identification Number: 00054078

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 grant funded position expected to last 12 months from the start date with the possibility of being extended. Salary and classification level commensurate with education and experience. Telework options may be available.

Closing Date: November 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 10% ☐ 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 and family protection representation data.
- Drafting and testifying on public defense and family protection representation legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense and family protection representation publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense and family protection representation.

Learn more at tidc.texas.gov.

Job Description:

As a TIDC policy analyst, you will focus on a new grant funded project to increase the reimbursement of Title IV-E funds for legal representation of children and parents in child protection cases. You will exclusively work in our Family Protection Representation division. This division works to improve the legal representation of children and indigent parents involved in child protection cases.

Title IV-E funds are federal funds that can be reimbursed for the cost of providing legal representation in child protection cases. Your work will focus on increasing these reimbursements in Texas and leveraging the reimbursed funds for the improvement of family protection representation. You will work closely with the Department of Family and Protective Services (DFPS), who operates as the Title IV-E agency in Texas. You will also work closely with county stakeholders by providing education, guidance, and technical assistance to aid in counties obtaining Title IV-E reimbursement. Additionally, you will become well-versed in family protection representation best practices to provide guidance and education regarding how reimbursed funds can be used to improve legal representation for children and parents in child protection cases. You will work as an integral part of building and sustaining a strong Title IV-E claiming system to help improve legal representation for families involved in child protection proceedings.

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. You will interpret laws and draft Title IV-E program materials.

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 may train others. You will interpret laws and draft Title IV-E program materials.

Program Specialist IV (Policy Analyst):

- Drafting Title IV-E educational materials.
- Providing Title IV-E educational trainings.
- Collaborating with the Department of Family and Protective Services on the Title IV-E legal claiming process.
- Providing technical assistance to counties to promote increased Title IV-E reimbursements to support legal representation for children and indigent parents in child protection cases and improve the delivery of family protection representation.
- Collaborate with TIDC's research director on future automation of the Title IV-E claiming process.
- Collect data to further understand and evaluate Title IV-E use and areas for process improvement.
- Performs related work as assigned and complies with all OCA policies and procedures.

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

- Consulting with high-level county officials.

Minimum Qualifications:

- Bachelor's degree.
- Two years of graduate studies in law, public policy, or related field.
- Experience using Microsoft Office applications.
- Must be able to travel for educational and technical assistance trips (both driving and air travel) as necessary. Overnight stays may be required.
- Experience working on issues related to family protection representation (child or parental representation in CPS cases)

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

- Direct experience representing children, parents, and/or DFPS in child protection cases and/or working with child protection courts.

Preferred Qualifications:

- Juris Doctor.
- Demonstrated leadership experience.
- Demonstrated presentation experience.
- Intermediate to advanced data analysis and visualization skills.

Knowledge, Skills and Abilities:

- Knowledge of local, state, and federal laws relating to family protection representation (legal representation of children and parents in child protection cases).
- Skill in conducting legal research.
- Skill in written and oral communications

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 [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.