Office of Court Administration
Megan LaVoie, Administrative Director

JOB POSTING

Posting Date: November 18, 2026
Job ID Number: 108431
State Classification: Management Analyst II
Functional Title: Program and Pretrial Program Analyst
Annual Salary: $67,200.00 - $72,000.00
Remarks: Salary commensurate with education and experience

Closing Date: December 2, 2026
Class Code / Salary Group: 1686/B21
FLSA Status: ☒Exempt ☐ Non-Exempt
Location: Austin, TX
Type of Job: ☒ Full Time ☐ Part Time
Travel Required: ☒ Yes 5% ☐ No

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our website.

JOB DESCRIPTION:

Performs complex (journey-level) professional organizational analysis work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Performs professional organizational analysis to evaluate and improve internal processes, workflows, and systems related to bail and pretrial initiatives and the Public Safety Report System (PSRS).
- Collects, compiles, and analyzes data related to system usage, reporting outputs, workload trends, and operational practices.
- Identifies any inefficiencies, inconsistencies, and opportunities for improvement in related systems and processes.
- Assists in developing and delivery of training resources, guidance materials, webinars and other educational opportunities to support system users and promote effective practices for bail and pretrial work.

- Conducts structured analysis of reporting workflows, data quality practices, and system-related processes to support accurate and reliable statewide reporting.
- Researches historical and current data, user practices, and system outputs to identify root causes of issues and recommend practical solutions.
- Reviews and evaluates the operational impact of new or proposed legislation, system changes, or program enhancements on existing workflows.
- Supports the development and refinement of reporting tools, dashboards, and data tracking mechanisms to improve visibility into program performance and outcomes.
- Works collaboratively with program staff to support implementation of process improvements and to evaluate the effectiveness of changes over time.
- Assists in the development and documentation of procedures and workflows to support consistent and effective operations.
- Develops recommendations to improve processes, standardize practices, and enhance data quality and system utilization.
- Prepares reports, summaries and presentations to communicate findings, identify potential concerns and support all program-related decision making by agency leadership.
- Performs related work as assigned and complies with all OCA policies.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in business administration, program evaluation, or related field.
- Four additional years of work experience in program analysis, development, implementation, research and/or evaluation
- Experience managing concurrent projects or tasks to meet deadlines and adapt to changing priorities and deadlines
- Proficient in Microsoft Office applications

PREFERRED QUALIFICATIONS:

- Substantial experience working with customers or the public.
- Experience writing detailed and comprehensive reports and memoranda.
- Proficient in Microsoft Office Suite including Power BI or similar programs.
- Experience documenting organizational and workflow analysis.
- Experience working with courts and court personnel.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of the operations, services and activities of a pretrial services program.
- Knowledge of state and national pretrial standards, requirements, policies, and procedures.
- Skill in the use of a computer and applicable software.
- Ability to analyze or evaluate problems; to develop, recommend, or present alternative solutions.

- Ability to communicate effectively.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.
- Ability to work more than 40 hours as needed and in compliance with the FLSA.
- Valid Texas driver's license required to operate a motor vehicle when conducting agency business.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through CAPPS Careers and include a resume. Resumes will not be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under "Occupational Category" for the respective Class Title.
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

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.