

**Alaska Court System  
Class Specification**

THERAPEUTIC COURTS DATA ANALYST

Range: 13

EEO4: 06

SOC: 15-2031

Class Code: C3138

**Definition:**

Under general direction, the Therapeutic Courts Data Analyst reviews, collates, and analyzes therapeutic court data to ensure quality assurance and to compile reports.

**Distinguishing Characteristics:**

The Therapeutic Courts Data Analyst is a single position job classification which provides technical and administrative assistance to the Therapeutic Courts through the compilation and review of data.

Supervision Received: The Therapeutic Courts Data Analyst receives direct, day-to-day supervision from the Therapeutic Courts Program Coordinator.

Supervision Exercised: Supervisory responsibility is not typically assigned.

**Examples of Duties:**

Review, collate, and analyze therapeutic courts data for monthly, quarterly, and annual reports as well as other reports requested by internal customers or by stakeholder and funder agencies.

Review and perform quality assurance of data entered into AKAIMS on a monthly, quarterly, and annual basis.

Track retention and disposition trends in statewide therapeutic courts.

Analyze electronic monitoring data and prepare reports based upon requested parameters.

Track and summarize information from therapeutic court participant exit and satisfaction surveys.

Perform mathematical analysis of data for ongoing reports and for special projects using simple programming techniques in statistical, database or spreadsheet software.

Work with programming staff to develop and improve reports as needed.

Assist the Administrative Program Manager by compiling therapeutic court data for the quarterly Medicaid report.

Assist the Therapeutic Court Project Coordinators by running annual report data using BI Launch Pad and create charts for the annual report.

Draft reports to reflect the level of therapeutic court compliance with the Adult Drug Best Practice Standards and/or Family Treatment Court Best Practice Standards.

Compile and quantify information from several databases and interpret the data through simple programming and reformatting.

Draft report narratives to analyze the information reported. Explain findings to the therapeutic courts administrative staff.

Train new therapeutic courts staff on the use of AKAIMS and BI Launchpad.

**Knowledge, Skills, Abilities:**

The Therapeutic Courts Data Analyst requires knowledge of:

- Court software programs including AKAIMS, BI Launchpad, and Courtview;
- Standard office practices and procedures;
- Methods of analysis to present numeric data in reports;
- Basic computer programming techniques.

The Therapeutic Courts Data Analyst requires the ability to:

- Gather and analyze data, draw conclusions, and make appropriate recommendations;
- Utilize spreadsheets to track data;
- Interpret and apply rules and procedures;
- Instruct others in data collection and data entry procedures;
- Write letters, memoranda and explanatory notes.

**Minimum Qualifications:**

Two years of any combination of postsecondary or vocational experience AND two years of professional or administrative experience in performing complex data entry.

OR

Four years of professional or administrative experience in performing complex data entry.

04/24 – Original