Office of Court Administration
Megan LaVoie, Administrative Director

JOB POSTING

Posting Date: November 5, 2026
Job ID Number: 107977
State Classification: Data Analyst V
Functional Title: Data Manager
Annual Salary: $95,004.00 – $120,000.00
Remarks: Salary commensurate with qualifications and experience. Remote or hybrid work within Texas may be possible.

Closing Date: November 19, 2026
Class Code / Salary Group: 0654 / B26
FLSA Status: Exempt
Location: Austin, Texas
Type of Job: Full Time
Travel Required: Yes (15%)

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.

The Data Manager works in the Data & Research Division of the Office of Court Administration, which collects, monitors, analyzes, and presents data on judicial branch issues and initiatives. This role serves as the Division Director's primary advisor and technical expert on data needs and analyses. It leads innovation in how the Division queries, analyzes, and shows court data, including responsible use of artificial intelligence (AI) and automation to improve efficiency and data quality.

JOB DESCRIPTION:

Performs highly complex to advanced (senior-level) data analysis and data research work, reports to the Division Director, and serves as lead and manager for the Division's data analysts. Work involves conducting extensive data research and analyzing and reporting the results, including planning, assigning, and supervising the work of others, and setting the analytic methods, data standards, and reporting standards. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Plans, assigns, and supervises the work of the Division's data analysts. Sets priorities, reviews work products for accuracy and quality, provides coaching and feedback, and conducts performance evaluations.
- Develops procedures and definitions for collecting data from the courts, develops data quality measures, and puts in place strategies that improve data quality and statistical efficiency.

- Delivers presentations on court data, court trends, and related policy and planning matters.
- Serves as the Division Director's principal point of contact on all data matters. Consults with internal and external customers to identify data analytics needs, responds to high-level and time-sensitive data requests, and interprets results to inform decisions and recommendations.
- Leads reporting and data analysis efforts in Court Analytics Texas (CATX), the statewide case-level court data system. Develop reports, queries, and dashboards, and sets reporting standards for the team's use of CATX data.
- Manages the team in collecting, querying, cleaning, and analyzing data using statistical tools, applications, methods, and techniques. Sets best practices for query development, data exploration, documentation, and peer review.
- Establishes innovative approaches to analyses and reporting. This includes evaluating and adopting AI tools and automation to streamline data processing, quality review, and report production.
- Utilizes and/or develops software applications or programming for statistical modeling, data analysis, and graphic analysis. Improves how data is displayed through dashboards, visualizations, and interactive reports that make complex information clear to leadership, judges, court staff, policymakers, and the public.
- Develops and puts in place data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Defines, develops, and puts in place data and reporting standards. Analyzes the content, structure, and relationships within judicial data to find gaps, errors, anomalies, inconsistencies, and redundancies, and recommends changes to court reporting procedures.
- Develops data quality measures, analyzes data quality results, and puts in place changes to improve data quality. Performs quality assurance and serves as a subject matter expert on data integrity, extraction, and compilation.
- Develops the selection of data management tools and the development of standards, usage guidelines, and procedures for those tools.
- Participates in data governance planning and efforts for the division and agency.
- In collaboration with Division leadership, leads preparation of several mandated reports produced by the Division.
- Assists with analyzing and interpreting new legislative mandates or changes to existing laws on data collection and reporting and develops plans for implementation, strategic planning, and all other matters impacting Division workflow.
- May deliver presentations to leadership and stakeholders and take part in workgroups focused on collecting and using judicial branch data.
- Identifies continuing education and professional development for the Data team, and keeps current on emerging data analysis tools, techniques, and technologies.
- Assists in prioritizing division projects, manage team workload, and trains and develops new staff.
- Performs related work as assigned and complies with all OCA policies.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in business or public administration, government, computer science, statistics, data science, business analytics, mathematics, or a related field. Four years of full-time relevant experience may substitute for the required education.
- Five years of progressively responsible full-time experience in research, data analysis, or statistical work.
- Experience leading or supervising data analysts or other professional staff.
- Experience with relational databases and data warehouses, providing data compilation and analysis, program evaluation or research; and Experience writing database queries using SQL or a similar query language.
- Proficient in the Microsoft Office Suite, including advanced Excel.

PREFERRED QUALIFICATIONS:

- Graduate degree with major course work in the above areas of study.
- Experience in a judicial organization, or experience with or knowledge of the Texas Judicial System.
- Experience building dashboards and data visualizations using Power BI, Tableau, or similar tools.
- Experience using programming languages such as Python or R for statistical modeling, data analysis, or automation.
- Experience applying artificial intelligence (AI) or automation tools to data analysis, data quality, or reporting work.
- Experience with data governance, data standards, or data quality programs.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of the Texas judicial system.
- Knowledge of security procedures for handling, protecting, and distributing confidential data.
- Skill in the use of computer and applicable software, in conducting data searches, in evaluating and translating large amounts of data, and in critical thinking.
- Ability to manage concurrent projects, adapt to changing priorities, and meet deadlines.
- Ability to work effectively with a wide variety of internal and external customers.
- Ability to oversee and/or supervise the work of others.
- Ability to evaluate statistical data and to conduct qualitative and quantitative analysis.
- Ability to communicate professionally in writing and orally, and to translate complex information into common terms for non-technical audiences.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Travel may be required.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May talk on the phone for extended periods of time.
- May operate a motor vehicle to conduct agency business.
- May require some lifting, up to 20 pounds.

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_PlanningResearchandStatistics.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.