



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1908

POSITION TITLE: DIRECTOR OF WORKFORCE DIVERSITY **JG: NS**

LOCATION: OFFICE OF COURT ADMINISTRATION

BASE SALARY: SALARY DETERMINED ON QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: The ideal candidate will have a Bachelor's or Master's degree in Public Administration, Human Resources Management, or a related field and a minimum of 5 years experience in a leadership position. Experience implementing and managing anti-bias programs, education and training resources, fellowship and internship programs, and demonstrating excellent communication and writing skills are essential.

DISTINGUISHING FEATURES OF WORK:

As a member of the court system's executive management team, the Director of Workforce Diversity is responsible for advising court administrators on compliance matters and reporting requirements; directing preparation and implementation of a strategic diversity and inclusive management plan; managing and overseeing statewide outreach and recruitment programs; consulting with court system interest groups and commissions; and managing the daily operations of the Workforce Diversity Office.

ASSIGNMENT: OFFICE OF COURT ADMINISTRATION

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next three (3) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

Lauren DeSole, Esq.
Director for Human Resources
NYS Office of Court Administration
25 Beaver Street, 10th Floor
New York, NY 10004.

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 23, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 16, 2009

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
