



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1420_Extended

THIS IS A POSTING FOR THE MANAGEMENT ANALYST SERIES. PLACEMENT TO ANY TITLE WILL BE BASED ON QUALIFICATIONS AND EXPERIENCE. THIS POSITION MAY BE LOCATED IN EITHER NEW YORK, NY OR TROY, NEW YORK.

POSITION TITLE: PRINCIPAL MANAGEMENT ANALYST **JG: 30**

BASE SALARY: \$96,257

QUALIFICATIONS: One year in the Senior Management Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** An equivalent combination of education and experience

DISTINGUISHING FEATURES OF WORK: Principal Management Analysts are responsible to the Director of the Office of Court Administration's (OCA) Management and Planning Office, or to other court administrators and administrative judges for supervising a staff of analysts involved in confidential research, analysis, planning and policy formulation related to a specific functional or operational area of court administration and management. Principal Management Analysts also direct special ad hoc projects that entail coordinating the work of court analysts working in a number of different OCA units, and perform other related duties. Principal Management Analysts are expected to be specialists in a specific substantive or functional area, such as Family, Criminal, or Civil Courts, or statistical systems analysis.

POSITION TITLE: SENIOR MANAGEMENT ANALYST **JG: 28**

BASE SALARY: \$86,594

QUALIFICATIONS: One year in the Management Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Senior Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators or administrative judges, for supervising a number of complex, on-going, projects involving research, analysis, planning, and policy formulation related to court administration and management. Senior Management Analysts also participate in complex study projects under the direction of Principal Management Analysts, or work with substantial independence from supervision on individual research projects, and perform other related duties.

POSITION TITLE: MANAGEMENT ANALYST **JG: 25**

BASE SALARY: \$73,730

QUALIFICATIONS: One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

LOCATION: Office of Court Administration - Division of Technology
25 Beaver St, New York, NY or 125 Jordan Road Troy, NY

Positions located in New York, NY are entitled to an additional \$3,697 in location pay.

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT:

The successful candidate will have a minimum of 5 years experience in court administration, preferably in jury system management. Familiarity with jury or court operations including: automated systems, web-based operational tools, and legal requirements for jury service is essential. Experience in budgeting, bidding and purchasing; the ability to collect and analyze data; strong problem-solving ability, and experience in conducting business process analysis and implementing process efficiencies is very important. The ability to effectively communicate with multiple constituencies including commissioners of jurors, UCS administrators, judges, jurors and other members of the public is necessary.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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 six (6) months.

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:

Susanne Sloan
Principal Court Analyst
Office of Court Administration, Division of Technology
125 Jordan Road
Troy, NY 12180
dotapply@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 11, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 27, 2015

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
