UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7401

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

LOCATION: 7th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: $ 84,897

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

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.

ASSIGNMENT:
This position serves as a liaison between court/agency administrators and the District Executive to resolve managerial issues; counsels local court/agency managers in operational and administrative procedures; prepare statistical reports; provide oversight of facility management; and supervises Administrative Office staff involved in Human Resources, Fiscal, Court Support and Technology projects. The Senior Management Analyst determines compliance with standards and goals; prepares recommendations for improved operations; and participates on statewide committees.

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 six (6) 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 and cover letter by email to 7thhumanresources@courts.state.ny.us or by fax (585) 784-4231 or mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 15, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 6, 2014

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