



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 1503\_Amended**

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**POSITION TITLE:** SENIOR COURT ANALYST (Child Welfare Court Improvement Project Liaison) **JG: 21**

**LOCATION:** OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES  
CHILD WELFARE COURT IMPROVEMENT PROJECT  
DUTCHESS COUNTY - POUGHKEEPSIE, NY

**BASE SALARY:** \$59,462 + \$1,848 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL  
**THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING**

**QUALIFICATION:** One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Under supervision, Senior Court Analysts work individually or as team leaders, on projects that involve research and confidential analysis, planning and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

**ASSIGNMENT:**

The Child Welfare Court Improvement Project ('CWCIP') is a statewide, federally-funded initiative that supports the Family Court's mandate to promote the safety, permanence and well-being of abused and neglected children. Working under the overall direction and administrative supervision of the Statewide CWCIP Coordinator and Assistant Coordinator, the Child Welfare Court Improvement Project Liaison's responsibilities may include: 1) implementing or assisting in the management of ongoing initiatives and projects designed to improve child welfare court practices, including facilitating and/or participating in collaborative groups consisting of the court, child welfare system and other key stakeholders; 2) coordinating training programs with respect to these initiatives; 3) providing technical assistance in key specialty areas to family court judges and court managers, particularly with respect to data outcome measures; 4) providing technical assistance to increase compliance with the Adoption and Safe Families Act, Title IV-E of the Social Security Act, state law and other statutory and regulatory mandates affecting the processing of child welfare matters in the family courts and supporting the court system's role in federal review processes such as the Title IV-E and Child and Family Services reviews. A thorough working knowledge of family court and child welfare system operations, family law and child welfare policy is required. The Child Welfare Court Improvement Project Liaison will be assigned to support the Family Courts of Dutchess, Albany and Schenectady Counties. The position will require frequent travel between Poughkeepsie, Albany and Schenectady as well as periodic statewide travel.

**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 the same 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. 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

**Christine Sabino Kiesel, Esq.  
Coordinator, Child Welfare Court Improvement Project  
200 Elizabeth Street  
Utica, NY 13501**

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** March 4, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 25, 2015

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