



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 1001**

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

**LOCATION:** NYS CHILD WELFARE COURT IMPROVEMENT PROJECT  
NEW YORK CITY FAMILY COURT

**BASE SALARY:** \$56,057 + \$3,555 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL - TEMPORARY (**Federal Grant Funded**)

**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 (in collaboration with the Office of the Administrative Judge of the New York City Family Court) and under the direct day-to-day programmatic supervision of the borough supervising judges, 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) and 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 permanency cases 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. A master's degree in public policy or social work, a law degree, or an MBA in business administration preferred. A Child Welfare Court Improvement Project Liaison will be assigned to the supervising judges in Bronx, Kings, New York and Queens County Family Courts. The position will require 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 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 4.

**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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

**HON. EDWINA RICHARDSON MENDELSON  
ADMINISTRATIVE JUDGE  
NEW YORK CITY FAMILY COURT  
60 LAFAYETTE STREET  
NEW YORK, NEW YORK 10013**

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

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**POSTING DATE:** January 13, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 27, 2010

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

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