POSITION TITLE: MANAGEMENT ANALYST  
JG: 25

LOCATION: OFFICE OF COURT ADMINISTRATION - COURT FACILITIES  
NEW YORK, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

BASE SALARY: $81,402 + $4,200 LOCATION PAY

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.

ASSIGNMENT: As a member of the Court Facilities Management team, this position will be responsible for the management and delivery of renovation projects. They will oversee the entire life cycle of projects including planning, estimate gathering, scheduling, completion, and quality control. Duties include but are not limited to: performing periodic citywide court facility inspections; planning and implementing site and security logistics; troubleshooting issues in facilities; analyzing data and providing recommendations; creating and maintaining project schedules; managing and supervising project costs; participating in project accounting updates, approvals and processes; reviewing cost estimates for approval from vendors; creating and maintaining project schedules; reviewing contractor work and performing quality control; developing and maintaining working relationships with clients, consultants and other agencies of the project team. Regular travel within the five boroughs of NYC is required.

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 to:

Shawn Waterman  
Special Projects Coordinator  
Office of Court Administration  
25 Beaver Street, 9th Floor  
New York, NY 10003

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 11, 2020  
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 1, 2020

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