POSITION TITLE: SENIOR MANAGEMENT ANALYST  
LOCATIONS: OCA - Office of Policy & Planning  
NYC

BASE SALARY: $95,606 + 4,200 Location Pay

CLASSIFICATION: Non-Competitive/Confidential

QUALIFICATIONS: One year in the Management Analyst title; or Master's degree from an accredited college or university and four years of relevant experience.  
or An equivalent combination of education and experience.  
Preference will be given to those candidates with a master's degree in Social Work, Mental Health Counseling, Forensic Psychology, or Criminal Justice.

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: Under the direction of the Hon. Sherry Klein Heitler, Chief of the Unified Court System's Office of Policy & Planning, the Opioid Court Project Director's primary responsibility will be to open and sustain opioid courts throughout New York State.  
The expansion of these courts will require in-depth training and hands-on technical assistance.  
The position will be based in New York City but will require travel to courts across New York State.  
The duties of the opioid court project director will also include, but shall not be limited to: grant development and management; obtaining federal technical assistance; monitoring data to track utilization, trends and outcomes; developing new treatment, supervision and recovery supportive service strategies; working with treatment providers to develop, pilot, and study new interventions for Opioid Use Disorder; working with physicians to improve access to Medication-Assisted Treatment; training curriculum development; and building interagency partnerships.  
In addition to these responsibilities, the opioid court project director will work with the Office of Policy & Planning's statewide drug court coordinator and regional project directors to manage the Unified Court System statewide network of drug courts.  
Travel throughout NYS is required.

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 cover letter and resume by mail to:

Steven Helfont, Esq.
Chief of Staff
Office of Policy & Planning
25 Beaver Street, Suite 1128
New York, NY 10004

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 2, 2019

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.