



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 20013**

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

**LOCATION:** CIVIL COURT, NEW YORK CITY

**BASE SALARY:** \$ 84,897 + LOCATION PAY \$3,697

**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:** ADMINISTRATIVE OFFICE - HUMAN RESOURCES DEPARTMENT

This assignment will involve assisting with all aspects of the courts Human Resources Department. Responsibilities include but are not limited too: new hires, FMLA and other leave requests, workers compensation, health benefit updates, canvassing of civil service lists, personnel-related transactions in HRMS, generating statistical reports, overseeing special projects, and supervision of employees.

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

CAROL ALT  
FIRST DEPUTY CHIEF CLERK  
NEW YORK CITY CIVIL COURT, CITYWIDE ADMINISTRATION  
111 CENTRE STREET - ROOM 1242B  
NEW YORK, NY 10013

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

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**POSTING DATE:** December 10, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 4, 2011

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**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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