



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 10215_Extended

POSITION TITLE: MANAGEMENT ANALYST JG: 25

LOCATION: 10th JUDICIAL DISTRICT
NASSAU COUNTY

BASE SALARY: \$ 83,034 + \$4,300 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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: This Management Analyst position will be assigned to the District Administrative Judge's Office and will serve as the District's Court facility coordinator. The facilities coordinator will report to the District Executive and Administrative Judge as the liaison with the Office of General Services, contractors, subcontractors and municipal leaders to ensure contractual and statutory compliance with facilities related obligations, and that appropriate prioritization and completion of tenant projects, timely custodial services deployment, and timely attention is given to facility related work tickets that are submitted from each Court. The facilities coordinator will work closely with OCA Division of Financial Management and assigned public building manager staff, to address budget development, review and oversight needed to support 8 public Courthouse facilities in the 10th JD-Nassau County. The coordinator will also assume a liaison role with County and City staff (DPW, Real Estate, County Attorney, City Attorney) to assist the District in ensuring that suitable facilities are maintained and provided by County and Cities as needed.

The facility coordinator will also assist the District with public sector procurement practices and the issuance of purchase orders as well as implement inventory controls of furnishing throughout all facilities.

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.

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 to:

PAUL LAMANNA, ESQ.
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: June 23, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 4, 2022

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.
