



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 1317\_Extended

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**POSITION TITLE:** PRINCIPAL MANAGEMENT ANALYST (HR BENEFITS) **JG: 30**

**LOCATION:** Office of Court Administration - Division of Human Resources  
Manhattan or Albany County

**BASE SALARY:** \$116,156 + 4,635 Location Pay (NYC only)

**CLASSIFICATION:** Non-Competitive/Confidential

**QUALIFICATIONS:** One year in the Senior 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. **Preference will be given to candidates with extensive benefits and supervisory experience.**

**DISTINGUISHING FEATURES OF WORK:** Principal Management Analysts are responsible to the Director of the Office of Court Administration's (OCA) Management and Planning Office, or to other court administrators and administrative judges for supervising a staff of analysts involved in confidential research, analysis, planning and policy formulation related to a specific functional or operational area of court administration and management. Principal Management Analysts also direct special ad hoc projects that entail coordinating the work of court analysts working in a number of different OCA units, and perform other related duties. Principal Management Analysts are expected to be specialists in a specific substantive or functional area, such as Family, Criminal, or Civil Courts, or statistical systems analysis.

**ASSIGNMENT:** This position is assigned to the Benefits Unit and will report to the Director of Human Resources. This position will oversee the delivery of all non-salary benefit packages including health insurance, life insurance and other types of insurance plans and serve as liaison with the New York State Employee Retirement System concerning judicial pension services and with the New York State Department of Civil Service concerning insurance and other benefits. Duties include, but are not limited to: serving as liaison with health maintenance organizations, insurance carriers and other appropriate parties concerning coverage and individual claims submitted by members of the judiciary; serving as intermediary between individual judges and justices and the New York State Employee Retirement System concerning issues related to pension and retirement; reviewing new or proposed changes in benefit programs and developing instructional and training materials for staff in local courts and administrative offices concerning these programs; ensuring the programs adhere to federal and state regulations; overseeing the determination of eligibility and explanation of available coverage; guiding judges and employees on benefits matters; overseeing new hire benefits orientation; annual open enrollment; clarifying policies on benefits eligibility, coverage, and applicability of plan provisions; dealing with exceptional circumstances and unusual cases; benefits counseling and responding to inquiries; managing all benefit analysis and reporting; providing oversight and administration for the COBRA program and managing a group of benefits analysts located in New York City and Albany. Travel within New York State is required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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 cover letter and resume by email [hrrcruiting@nycourts.gov](mailto:hrrcruiting@nycourts.gov) or by mail to:

Carolyn Grimaldi  
Director, Human Resources  
Office of Court Administration  
25 Beaver Street, 7th Floor  
New York, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

**POSTING DATE:** March 22, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 7, 2023

**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.**

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