



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 14176

POSITION TITLE: SENIOR MANAGEMENT ANALYST **JG: 28**
LOCATION: OFFICE FOR JUSTICE INITIATIVES, DIVISION OF POLICY AND PLANNING
STATEWIDE

BASE SALARY: \$107,629

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. **Preference will be given to candidates with treatment court experience, particularly Family Treatment Courts, as well as those with experience working with juveniles and emerging adults. Candidates with national or state treatment court policy experience, excellent written and verbal communications skills, superior interpersonal skills, and familiarity with court administration and grant writing are encouraged to apply.**

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. Edwina G. Richardson, Deputy Chief Administrative Judge for Justice Initiatives, the New York State Unified Court System's Office for Justice Initiatives is charged with supporting New York's network of problem-solving courts, including drug and opioid courts, veterans' treatment courts, mental health courts, human trafficking intervention courts, family treatment courts, domestic violence courts, and integrated domestic violence courts. The individual hired for this position will join our problem-solving court team to work on a variety of statewide initiatives, with a particular emphasis on building and supporting the Unified Court System's network of Family Treatment Courts and Juvenile Drug Courts. The chosen candidate may also be tasked with helping support our growing network of Emerging Adult Courts. Duties will include, but will not be limited to:

- Providing technical assistance to judges and court staff to increase the effectiveness, efficiency, and quality of problem-solving court programs and services.
- Creating and facilitating working groups for Family Treatment Court Judges and coordinators.
- Analyzing statewide policies and recommending improvements based on best practices and research.
- Aiding judges and court staff to develop policy documents and organize training programs.
- Analyze statistical data and preparing progress reports.
- Drafting grant applications and managing active grants.
- Planning and hosting training programs.

The Office for Justice Initiatives' Division of Policy & Planning is based in Manhattan at the Office of Court Administration (25 Beaver Street, New York, NY 10004). However, qualified candidates not located in the NYC-area will be considered for placement in a Unified Court System field/district office. Regardless of the chosen candidate's office location, travel will be 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) and a cover letter and resume by email to shelfont@nycourts.gov or mail to:

Steven Helfont, Esq.
Director, Division of Policy & Planning
Office for Justice Initiatives
25 Beaver Street, Room 1013, New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: December 20, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 17, 2025

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.