



UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1426

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: OFFICE OF COURT ADMINISTRATION - DIVISION OF HUMAN RESOURCES
MANHATTAN or ALBANY, NY

BASE SALARY: \$73,897 + \$4,775 LOCATION PAY (NYC ONLY)

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; **or** Bachelor's degree in Human Resources from an accredited college or university and two (2) year of relevant experience; **or** Master's degree in Human Resources from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience. **Preference will be given to candidates with union and/or civil service experience.**

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior Court Analysts work individually or as team leaders, on projects that involve research and confidential analysis, planning and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT: This position will be assigned to the Appointments Unit. Duties include, but are not limited to: assisting with human resource projects, analyzing data, and providing recommendations for improving efficiencies and accuracy of data; reviewing documents for accuracy and compliance with civil service rules and procedures; advising employees and managers on the interpretation of human resources policies, programs, and procedures; independently responding to inquiries received in centralized email boxes, troubleshooting questions, and directing more complex questions to appropriate staff; coordinating appointments, meetings and managing calendars; maintaining and updating human resources files; auditing and correcting transactions in the HRIS system and assisting local human resource analysts with the interpretation and application of civil service rules and policies. Minimal travel may be required. Experience using HRIS systems such as PeopleSoft is a plus. High level proficiency using Microsoft Office including Excel is required.

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) and a resume by email to HRPostings@nycourts.gov or by mail to:

Christy Bass
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: February 29, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 28, 2024

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.
