



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1429

POSITION TITLE: PRINCIPAL MANAGEMENT ANALYST (ASSISTANT STATEWIDE ADA COORDINATOR) **JG:** 30

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
25 BEAVER STREET, NY, NY

BASE SALARY: \$119,638 + 4,775 Location Pay

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.

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: The Assistant Statewide Americans with Disabilities Act (ADA) Coordinator supports the Statewide ADA Coordinator in assuring access to court facilities and reasonable accommodations for court users who qualify under Title II of the Americans with Disabilities Act (ADA). The successful candidate will assist the ADA Coordinator in undertaking the following duties and responsibilities: formulating policies and procedures regarding ADA accommodations for court users; providing advice and training to UCS personnel regarding ADA issues; overseeing other UCS personnel handling ADA issues; collaborating with UCS facilities managers to ensure provision of ADA-compliant physical spaces; creating and updating internal and external ADA websites, forms and other materials; participating in the work of the ADA Advisory Committee; responding to internal and external ADA inquiries; facilitating the provision of auxiliary aids and services for court users; researching, collecting, and analyzing data relating to accommodations and accessibility; and assisting in defense of litigation alleging disability discrimination.

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 DPCSPostings@nycourts.gov or by mail to:

Daniel Weitz
Director, Division of Professional and Court Services
NYS Office of Court Administration
25 Beaver Street, Room 765
New York, NY 10004

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

POSTING DATE: March 21, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 18, 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.
