



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1434

THE OCA - DIVISION OF ALTERNATIVE DISPUTE RESOLUTION IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: ASSOCIATE COMPUTER SYSTEMS ANALYST JG: 26

BASE SALARY: \$96,594 + \$4,775 LOCATION PAY (NYC ONLY)

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of permanent, competitive class service in the Senior Computer Systems Analyst title; or Bachelor's degree from an accredited college or university and four (4) years of experience in computer systems analysis; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Associate Computer Systems Analysts define and design complex computer applications for users. They work with substantial independence from supervision on projects which are more difficult than those assigned to Senior Computer Systems Analysts and perform other related duties.

POSITION TITLE: SENIOR MANAGEMENT ANALYST JG: 28

BASE SALARY: \$107,629 + \$4,775 LOCATION PAY (NYC ONLY)

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.

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.

LOCATION: OCA - DIVISION OF ALTERNATIVE DISPUTE RESOLUTION
125 JORDAN ROAD, TROY, NY or 25 BEAVER STREET, NY, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: Under the guidance of the Alternative Dispute Resolution (ADR) Director, the candidate should have the ability to coordinate the data needs of the ADR unit. Duties include managing projects that require collaboration with other departments, such as the Division of Technology & Court Research, overseeing implementation and governance of an ADR case management system, developing data collection best practices, designing corresponding training materials and documentation, supporting researchers in developing short-term data collection solutions, and developing data quality review procedures to ensure adherence to the best practices. This position requires experience in data manipulation and analysis with a proven ability to compile, produce, analyze, and present data derived from various sources in a consumable manner, such as automated reports, dashboards, and other visualizations. Knowledge of survey design and tools, SQL, Power BI, and SSRS experience are required. Relevant experience including employment in a criminal justice/government field or as a data/business intelligence analyst is highly desired. Project management experience and knowledge of ADR is desired.

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), a **resume with cover letter**, and a **portfolio of previously designed/prepared data visualizations or reports**, by email to ADRDivisionPostings@nycourts.gov or mail to:

Lisa M. Courtney
Director, Division of ADR
25 Beaver Street, Room 845
New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: April 11, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 9, 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.
