



PLEASE POST
ANNOUNCEMENT NO. 1437

POSITION TITLE: SENIOR COURT ANALYST JG: 21

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

BASE SALARY: \$73,897

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration 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 knowledge of HR practices and policies, state and federal laws; and employee training and development.**

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 in the OCA Division of Human Resources - Training & Professional Development Office is responsible for providing employee development and compliance training, assessing training needs, developing, coordinating, conducting, and tracking training participation. Duties include, but are not limited to:

- Ensuring compliance with OSHA regulations, including but not limited to hazard communication (right-to-know), workplace violence prevention, and general workplace safety standards.
- Keeping abreast of changes in safety regulations and standards, including updates from OSHA and the New York State Department of Labor PESH.
- Identifying training needs and collaborating with subject matter experts to gather course content and objectives.
- Formulating teaching curricula/outlines and determining instructional methods such as one-on-one training, group instruction, lectures, demonstrations, conferences, meetings or workshops.
- Overseeing mandatory compliance training programs to keep organization in compliance with regulatory agencies.
- Facilitating training sessions and presentations, reporting on progress of employees during training period, coaching employees on progress and improvements required and maintaining trainee records.
- Assisting in the development and presentation of cultural diversity and inclusion training.
- Evaluating, updating and ensuring that training programs and content meet evolving operational needs, regulatory requirement changes and new technologies.

Preference will be given to candidates with background in occupational safety and health, with expertise in OSHA regulations, right-to-know standards, workplace violence prevention, and familiarity with the New York State Department of Labor PESH (Public Employee Safety and Health) requirements.

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: 2.

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 and a cover letter by email to trainingucs@nycourts.gov or mail to:

RAQUEL E. ARACENA
OFFICE OF COURT ADMINISTRATION
DIVISION OF HUMAN RESOURCES
25 BEAVER STREET
7th FLOOR
NEW YORK, NY 10004

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

POSTING DATE: April 23, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 21, 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.
