



UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1438

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

LOCATION: OFFICE OF COURT ADMINISTRATION
ALBANY, NY

BASE SALARY: \$82,198

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

ASSIGNMENT: This position is assigned to the Benefits Unit and will be responsible for handling special projects and researching complicated billing and enrollment issues. This position will also serve as an intermediary between individual judges and justices and the NYSLRS concerning issues related to pension and retirement, guiding judge on benefits matters, dealing with exceptional circumstances and unusual cases. Duties include but not limited to: assisting in the Request for Bid solicitations including research and preparation of the bid; providing oversight and administration for the COBRA program and assisting in resolving questions regarding delivery and payment of services; serving as a liaison with the Office of Employee Relations while overseeing the participation in the Flexible Spending Account Program; entering transactions including new enrollments, address changes, terminations, leaves, transfers into benefits database; running reports, preparing employee related retirement and benefit deductions and adjustments for payroll processing; investigating, and preparing material for release to all judicial and non-judicial employee packages including health insurance, and other types of insurance plans. Occasional travel within New York State 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: April 30, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 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.
