



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 20231

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NEW YORK CITY CIVIL COURT 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.

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

**BASE SALARY:** \$74,478 + \$4,300 LOCATION PAY

**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 Human Resources Unit and will be responsible for leading and directing HR unit. Duties include but are not limited to: overseeing daily workflow of the unit; advising employees and court managers on the interpretation of human resources policies, programs and procedures; overseeing employee disciplinary meetings and investigations; updating employee information in HRIS systems; supervising time management and leave request process; leading canvasses for competitive civil service positions and coordinating the interview process; participating in training and orientation of employees; acting as a liaison with centralized HR units; leading outreach and diversity efforts; ensuring compliance with federal and state regulations concerning employment and participating in human resource projects.

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**POSITION TITLE:** MANAGEMENT ANALYST JG: 25

**BASE SALARY:** \$83,034 + \$4,300 LOCATION PAY

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

**DISTINGUISHING FEATURES OF WORK:** 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 and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

**ASSIGNMENT:** This position is assigned to the Human Resources Unit and will be responsible for leading and directing HR unit. Duties include but are not limited to: overseeing daily workflow of the unit; advising employees and court managers on the interpretation of human resources policies, programs and procedures; overseeing employee disciplinary meetings and investigations; updating employee information in HRIS systems; supervising time management and leave request process; leading canvasses for competitive civil service positions and coordinating the interview process; participating in training and orientation of employees; acting as a liaison with centralized HR units; leading outreach and diversity efforts; ensuring compliance with federal and state regulations concerning employment and participating in human resource projects. Experience and familiarity with internal systems, rules and policies is preferred. Appointment to this title requires extensive employee relations, leadership, HRIS and civil service experience.

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**LOCATION:** NEW YORK CITY CIVIL COURT

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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](http://www.nycourts.gov/careers/UCS5.pdf)) a resume and a cover letter by email to [ChiefClerkCivil@nycourts.gov](mailto:ChiefClerkCivil@nycourts.gov) or mail:

Alia Razzaq  
Chief Clerk  
111 Centre Street, Room 836  
New York, NY 10013

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**  
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

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**POSTING DATE:** November 18, 2022      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 16, 2022

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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.

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