



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9419

POSITION TITLE: MANAGEMENT ANALYST JG: 25

LOCATION: 9th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$91,642 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 the 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.

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.

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 and cover letter by email to 9jDemoplyeeinformation@nycourts.gov or by mail:

HON. ANNE E. MINIHAN, J.S.C.
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD
WHITE PLAINS, NY 10601

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.
