



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1502

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

LOCATION: Office of Court Administration - Division of Professional and Court Services
Guardian Assistance Network
360 Adams Street, Brooklyn, NY

BASE SALARY: \$73,730 + \$3,697 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.

MSW and/or JD with knowledge and experience in guardianship proceedings governed by Mental Hygiene Law Article 81 preferred.

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 will act as the Director of the Guardian Assistance Network. The Guardian Assistance Network provides assistance to lay guardians appointed under NYS Mental Hygiene Law Article 81. The Director is responsible for assisting lay guardians with their duties and responsibilities, such as qualification and report writing; organizing and presenting live training sessions; coordinating the state-wide online training certification program; and providing information, referrals, and general support to non-professional guardians. The Director supervises staff and volunteers and works with court staff on issues pertaining to lay guardians.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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 to:

NANCY MANGOLD
OFFICE OF COURT ADMINISTRATION
DIVISION OF PROFESSIONAL AND COURT SERVICES
25 BEAVER STREET
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 5, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 27, 2015

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.
