



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1608

THE OFFICE OF ALTERNATIVE DISPUTE RESOLUTION IS RECRUITING FOR ONE (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.

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF ALTERNATIVE DISPUTE RESOLUTION
Manhattan or Castleton-On-Hudson, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The Assistant ADR Coordinator will supervise the Division of Professional and Court Services ADR Office staff in NYC and Castleton-on-Hudson in their CDRCP related work. This position, under the direction of the ADR Coordinator, will be responsible for the day-to-day management of New York's renowned statewide network of Community Dispute Resolution Centers Program (CDRCP). Responsibilities include all aspects of fiscal and programmatic development and monitoring including yearly planning, site visits, training, presentations, and research and exploration of new initiatives where feasible. Responsibilities also include serving as liaison to local courts and communities regarding the work of local CDRCs as well as professional associations dedicated to community mediation. The ideal candidate will also work with the ADR Coordinator in promoting, developing and managing court-annexed ADR initiatives.

POSITION TITLE: SENIOR MANAGEMENT ANALYST (ASSISTANT ADR COORDINATOR) **JG: 28**

BASE SALARY: \$90,095 + LOCATION PAY \$3,697 (NYC LOCATION ONLY)

QUALIFICATIONS: One year in the Management Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** An equivalent combination of education and experience. **Strong preference will be given to applicants with Alternative Dispute Resolution experience.**

DISTINGUISHING FEATURES OF WORK

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

POSITION TITLE: MANAGEMENT ANALYST (ASSISTANT ADR COORDINATOR) **JG: 25**

BASE SALARY: \$76,709 + LOCATION PAY \$3,697 (NYC LOCATION ONLY)

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. **Strong preference will be given to applicants with Alternative Dispute Resolution 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.

POSITION TITLE: PRINCIPAL COURT ANALYST (ASSISTANT ADR COORDINATOR) **JG: 23**

BASE SALARY: \$68,803 + LOCATION PAY \$3,697 (NYC LOCATION ONLY)

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. **Strong preference will be given to applicants with Alternative Dispute Resolution 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.

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 to:

Daniel Weitz. Esq.
Deputy Director of Professional and Court Services
25 Beaver Street, 8th Floor
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 15, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 13, 2016

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.
