



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52529

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** MANAGEMENT ANALYST **JG: 25****LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT**BASE SALARY:** \$75,207 + \$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.**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:**

Duties include but are not limited to: planning and designing the Appellate Division's Sharepoint website including designing department pages, reviewing security and analyzing workflow; working with the Office of Court Administrations System`s group to virtualize servers; assisting in updating and maintaining the Appellate Division`s Internet/Intranet sites; using Altris to distribute software packages, collect statistical information, create an inventory, and install packages to distribute new software and group policies; working with various departments to integrate existing case management database with the NYSCEF system.

**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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

Mary O'Donoghue, Human Resources Director  
Appellate Division, 2<sup>nd</sup> Judicial Department  
45 Monroe Place  
Brooklyn, New York 11201

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 19, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 10, 2015

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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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