



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1456

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THE NYS OFFICE OF COURT ADMINISTRATION DIVISION OF TECHNOLOGY AND COURT RESEARCH IS RECRUITING FOR TWO (2) POSITIONS IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

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**POSITION TITLE:** SENIOR MANAGEMENT ANALYST JG: 28

**BASE SALARY:** \$107,629

**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.

**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.

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

**BASE SALARY:** \$91,642

**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.

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**LOCATION:** OFFICE OF COURT ADMINISTRATION – DIVISION OF TECHNOLOGY AND COURT RESEARCH  
125 JORDAN ROAD TROY, NY

**CLASSIFICATION:** NON-COMPETATIVE/CONFIDENTIAL

**ASSIGNMENT:** These positions will be assigned to the Division of Technology and Court Research and will serve as the lead analysts for the complex, high-profile systems used by staff in criminal, family, county, supreme, and justice courts in New York. Duties include but are not limited to:

- Ensure the systems provide the necessary functionality and collect all data necessary to support court activities, deliver the data necessary to court management and agency partners, and comply with legislative requirements.
- Communicate effectively with court administration, court managers, system users, external agencies, and vendor partners.
- Ensure all work is clearly documented and tested by the analysts on the team.
- Work with team managers in planning and streamlining the work of the unit, ensuring quality control, and promoting best practices.
- Candidates are expected to be able to successfully work across multiple UCS organization levels and external agencies to understand and resolve issues.
- Candidates must have strong analytic skills, demonstrated problem solving abilities, and success in building consensus among various stakeholders to arrive at the best solutions.

**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: 2.

**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)) and a cover letter and resume by email to [dotapply@nycourts.gov](mailto:dotapply@nycourts.gov) or mail to:

Gail Testo  
Senior Management Analyst  
Office of Court Administration, Division of Technology and Court Research  
125 Jordan Road  
Troy, NY 12180

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** June 4, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 2, 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.**