

**PLEASE POST  
ANNOUNCEMENT NO. 1462****POSITION TITLE:** SENIOR MANAGEMENT ANALYST (MENTAL HEALTH COURT PROJECT DIRECTOR) JG-28**LOCATION:** OFFICE FOR JUSTICE INITIATIVES - DIVISION OF POLICY & PLANNING**BASE SALARY:** \$107,629 + \$4,775 LOCATION PAY (Eligible locations only)**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**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. **Preference will be given to candidates with a Master's degree in social work, mental health counseling, forensic psychology, criminal justice, or another relevant field. Candidates with national or state treatment court policy experience, excellent written and verbal communications skills, superior interpersonal skills, and familiarity with court administration and grant writing are encouraged to apply.****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.**ASSIGNMENT:** This position will be assigned to The New York State Unified Court System's Office for Justice Initiatives – Division of Policy & Planning which is charged with supporting New York's network of problem-solving and accountability courts, including drug and opioid courts, veterans' treatment courts, mental health courts, human trafficking intervention courts, family treatment courts, domestic violence courts, and integrated domestic violence courts. Under the direction of the Hon. Edwina G. Richardson, Deputy Chief Administrative Judge for Justice Initiatives, and the Hon. Toko Serita, Statewide Coordinating Judge for Problem-Solving Courts, the Mental Health Court Project Director's primary responsibility will be to support the creation of sustainable mental health courts throughout New York State and provide support to the mental health courts that already exist. The expansion/support of these courts will require in-depth training, hands-on technical assistance, and travel. Duties will include but will not be limited to:

- Building interagency partnerships and local stakeholder groups.
- Providing support to mental health court teams, including judges and coordinators.
- Writing and overseeing grants.
- Obtaining federal technical assistance.
- Monitoring data to track utilization, trends, and outcomes.
- Managing special projects and ongoing collaboration with outside mental health agencies.
- Reviewing mental health court policies and practices.
- Developing written resources for mental health court professionals.

OJI's Division of Policy & Planning is based in Manhattan at the Office of Court Administration (25 Beaver Street, New York, NY 10004). Qualified candidates not located in the NYC-area will be considered for placement in a Unified Court System field/district office. Travel will be required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to: [shelfont@nycourts.gov](mailto:shelfont@nycourts.gov) or mail to:

Steven Helfont, Esq.  
Director, Division of Policy & Planning  
Office for Justice Initiatives  
25 Beaver Street, Room 1013,  
New York, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

**POSTING DATE:** June 10, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 8, 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.

---

---