

**PLEASE POST**
ANNOUNCEMENT NO. 1519**POSITION TITLE:** PRINCIPAL COURT ANALYST **JG:** 23**LOCATION:** OFFICE OF COURT ADMINISTRATION
DIVISION OF HUMAN RESOURCES
ALBANY, NY**BASE SALARY:** \$82,198**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**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.**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.**ASSIGNMENT:** This position will be assigned to the Appointments Unit. Duties include, but are not limited to: acting as an auditor including reviewing and correcting transactions in the HRIS system; providing guidance and one-on-one training to the analysts in the unit; acting as a backup and providing coverage for the analysts in the unit; assisting with updating business procedures and assisting with developing group training for the unit and court HR employees; advising employees, managers and local human resources analysts on the interpretation and application of civil service rules, human resources policies, programs, and procedures; auditing and coordinating canvasses for competitive civil service appointments and coordinating the interview process; assisting and participating in group training and orientation of employees and assisting with maintaining compliance with contractual agreements, federal, and state regulations concerning employment. Minimal travel may be required. Experience using HRIS systems such as PeopleSoft is a plus. High level proficiency using Microsoft Office including Excel is 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) and a resume by email to Hrpostings@nycourts.gov or by mail to:CHRISTY BASS
DIRECTOR, HUMAN RESOURCES
OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET - 7TH FLOOR
NEW YORK, NY 10004**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)****POSTING DATE:** January 29, 2025**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 26, 2025**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.**