



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1520

POSITION TITLE: SENIOR MANAGEMENT ANALYST (CLEAN SLATE UNIT) **JG: 28**

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

BASE SALARY: \$107,629

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.

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: The Senior Management Analyst will be assigned to the Division of Technology and Court Research's Clean Slate Unit. Duties of this position include but are not limited to: managing special projects; supervision of support staff; identifying best practices to create and implement new internal policies and guidelines; detailed analysis of and solution development for criminal data collection and disposition reporting issues; analyzing legislative changes to manage and communicate system impacts; and preparing and presenting training material to large groups in person and virtually. Candidates must have strong written and verbal communication skills, be a proactive problem solver, and possess a willingness to learn new systems and technology. Previous management or supervisory experience, as well as experience with Microsoft Office suite products and disposition reporting is required. Knowledge of the business practices of criminal courts and their case management systems is preferred.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 cover letter and resume by email to dotapply@nycourts.gov or by mail to:

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

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

POSTING DATE: February 5, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 5, 2025

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