



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1522

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OCA - THE DIVISION OF HUMAN RESOURCES IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**POSITION TITLE:** PRINCIPAL COURT ANALYST JG: 23

**BASE SALARY:** \$82,198 + \$4,775 LOCATION PAY (NYC ONLY)

**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.

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**POSITION TITLE:** SENIOR COURT ANALYST JG: 21

**BASE SALARY:** \$73,897 + \$4,775 LOCATION PAY (NYC ONLY)

**QUALIFICATIONS:** One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

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**ASSIGNMENT:** The Division of Human Resources provides support services and consultation to judges, court administrators, court personnel, and the public. The Division is seeking analysts in test development, job analysis, assessment and designing organization surveys. The analyst will work as part of a team of Industrial/Organizational psychologists and HR specialists in the Exam Development unit to support and develop policies and procedures for employee selection. Duties include, but are not limited to:

- Plan, design and conduct job analysis studies.
- Develop and validate of employment tests and other assessment measures (written, oral, and job simulation tests) for both civil service examinations and non-competitive titles.
- Coordinate and train Subject Matter Experts (SMEs) to develop exam content and ratings.
- Analyze test data for item characteristics and adverse impact analysis.
- Develop job and organizational surveys, analyze results and prepare reports for court management.
- Prepare technical reports, document and summarize materials for litigation support.

**Experience in job analysis, test development and working with test delivery platforms is preferred. Strong statistical analysis and writing skills is required. Familiarity with psychometric techniques and methodologies, such as scale development and item response theory is desirable.**

**LOCATION:** OCA - THE DIVISION OF HUMAN RESOURCES  
EXAM DEVELOPMENT UNIT  
NEW YORK, NY OR ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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 [examdevelopment@nycourts.gov](mailto:examdevelopment@nycourts.gov) or by mail to:

Sridevi Gadiraju  
Division of Human Resources  
25 Beaver Street, 7<sup>th</sup> Floor, Room #788  
New York, NY 10004

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

**POSTING DATE:** January 31, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 28, 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.