



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1525

POSITION TITLE: PRINCIPAL MANAGEMENT ANALYST **JG: 30**

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF HUMAN RESOURCES
ALBANY, NY OR NEW YORK, NY

BASE SALARY: \$119,638 + 4,775 Location Pay (NYC ONLY)

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior 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: Principal Management Analysts are responsible to the Director of the Office of Court Administration (OCA), or to other court administrators and administrative judges for supervising a staff of analysts involved in confidential research, analysis, planning and policy formulation related to a specific functional or operational area of court administration and management. Principal Management Analysts also direct special ad hoc projects that entail coordinating the work of court analysts working in a number of different OCA units, and perform other related duties. Principal Management Analysts are expected to be specialists in a specific substantive or functional area, such as Family, Criminal, or Civil Courts, or statistical systems analysis.

ASSIGNMENT: This position is assigned to the Division of Human Resources and will oversee the Human Resources Development Unit including responsibility for overseeing the operations of the human resources systems, including system configuration, data integrity, developing and overseeing regional offices, training, staff development, accuracy, and security maintenance. Duties include, but are not limited to: analyzing operational requirements and determining hardware and software requirements to meet data management needs; ensuring the integrity of internal database files, tables and reports; collaborating with HR partners and making recommendations for automation, reduction of manual processes, and implementing improvements in functionality and training, providing management oversight of vendor contracts and relationships; creating functional strategies and specific objectives for the Unit; and developing budgets/policies/procedures/training to support the functional infrastructure. Expert technical knowledge of HR systems software and training experience is preferred. Travel is required.

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 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: February 5, 2025

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