



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1528

POSITION TITLE: MANAGEMENT ANALYST **JG: 25**

LOCATION: OCA - DIVISION OF GRANTS, CONTRACTS AND PROCUREMENT
CONTRACTS & PROCUREMENT UNIT
2500 POND VIEW, CASTLETON ON HUDSON, NY 12033

BASE SALARY: \$91,642

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Management Analysts are responsible to Directors of the Office of Court Administration (OCA), or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

ASSIGNMENT: The Office of Court Administration, Division of Grants, Contracts, and Procurement is responsible for managing external funding and for the procurement of legal services, human services, technology services, consultant services, employee benefit products and commodities to support court operations and administration. The Division is organized into four distinct but interdependent teams: Contracts and Procurement, Grants, Service Contract Monitoring and Fiscal Support. The Management Analyst will be a member of the Contracts and Procurement Unit. Under the direction of the Director and the Senior Management Analyst, the position will develop requests for bids, requests for proposals, preferred source and single/sole source procurement justifications and coordinating with OCA counsel's office to ensure legal review of these documents. The incumbent will be the Division's primary point-of-contact for implementing both state-funded and grant-funded human service and legal service contracts. The incumbent will interface with Judicial District Administrative offices, OCA divisions and offices as well as the other units in the Division of Grants, Contracts, and Procurement and supervise subordinate analysts to ensure proper prioritization of procurement activities and the efficient execution of resulting contracts. The incumbent will coordinate the review and approval of procurements and contracts by state government oversight agencies.

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 cover letter and resume by email to dpcsapplicants@nycourts.gov or by mail to:

Frank Woods, Director
Division of Grants, Contracts and Procurement
2500 Pond View
Castleton on Hudson, NY 12033

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

POSTING DATE: February 13, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 13, 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.
