



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1530

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

**LOCATION:** OCA - DIVISION OF GRANTS, CONTRACTS AND PROCUREMENT  
FISCAL OPERATIONS 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. This Management Analyst will be a member of the Fiscal Operations Unit. Under the direction of the Director and the Senior Management Analyst, the position will supervise a team of analysts who process accounts payable and accounts receivable transactions in the Statewide Financial System. The Management Analyst will review and approve purchase orders, payment transactions, journal vouchers, and interagency transactions. The position will promote compliance with financial policies and procedures and assist in responding to internal and external audits, assist in budget development and troubleshooting and resolve fiscal issues. The applicant will preferably have experience with New York State government fiscal policies; attention to detail, excellent interpersonal, writing, and communication skills.

**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 [dpcsapplicants@nycourts.gov](mailto: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.**

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**POSTING DATE:** February 13, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 13, 2025

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**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.**

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