



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1531

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

**LOCATION:** OCA - DIVISION OF GRANTS, CONTRACTS AND PROCUREMENT  
GRANTS UNIT  
25 BEAVER STREET, NEW YORK, NY 10004

**BASE SALARY:** \$119,638 + 4,775 Location Pay

**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:** 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 Principal Management Analyst will supervise subordinate analysts in the Grants Unit which is responsible for: 1) identifying funding opportunities; 2) Working with courts and offices to develop and submit grant proposals; 3) reviewing draft program plans and budgets to confirm adherence to the technical requirements of various federal funder's requests for proposals; 4) acting as the primary UCS liaison to federal grant program officers; 5) coordinating the initial implementation of awarded grants with recipients and the contracts and procurement team to ensure proper procurement of grant-funded services; 6) coordinating with Judicial Districts and OCA Human Resources to implement grant-funded staff positions; 7) ensuring the timely submission of required grant reports; and 8) ensuring compliance with federal and state requirements throughout the grant lifecycle. The position requires an understanding of court operations, federal grant procedures, exceptional analytical skills, and the ability to manage multiple projects simultaneously. The ideal candidate will possess strong communication and interpersonal skills and the ability to promote collaboration among various stakeholders.

**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](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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