



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7430

POSITION TITLE: SENIOR COURT ANALYST (Child Welfare Court Improvement Project Coordinator) **JG: 21**

LOCATION: 7th JUDICIAL DISTRICT

BASE SALARY: \$ 73,897

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL
THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING

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 (MSW, JD, MPA or MBA preferred) 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. **A thorough working knowledge of family court and child welfare system operations, family law, and child welfare policy is required. Group facilitation skills to support management efforts with collaborative groups are also necessary.**

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.

ASSIGNMENT: The Child Welfare Court Improvement Project ('CWCIP') is a statewide, federally funded initiative that supports the Family Court's mandate to promote the safety, permanence and well-being of abused and neglected children. Working as part of a statewide team under the policy direction of the Deputy Chief Administrative Judge for Justice Initiatives, in support of the Statewide Coordinating Judge for Family Court Matters, and under the administrative supervision of the local Judicial District, the Child Welfare Court Improvement Project Coordinator's responsibilities may include:

- Supporting multi-disciplinary child welfare collaboratives.
- Implementing or assisting in the management of ongoing initiatives and projects designed to improve child welfare court practices.
- Review, organize and analyze data to make recommendations.
- Work closely with family court judges and court personnel to identify issues and implement new procedures to address identified issues.
- Draft project proposals.
- Prepare correspondence.
- Design and coordinate training programs with respect to these initiatives.
- Provide technical assistance in key specialty areas to family court judges and court managers, particularly with respect to data outcome measures.
- Provide technical assistance to promote compliance with the federal Adoption and Safe Families Act, Title IV-E of the Social Security Act, the Family First Prevention Services Act, state law and other statutory and regulatory mandates affecting the processing of child welfare matters in the family courts.
- Support the court system's role in federal review processes such as the Title IV-E and Child and Family Services reviews.
- Supporting the 7th Judicial District, Child Welfare Court Improvement Project, and the local Alternative Dispute Resolution Office in permanency mediation needs.

Child Welfare Court Improvement Project Coordinators support the Family Courts within the Judicial District(s) to which they are assigned as well as the Statewide Coordinating Judge for Family Court Matters. These positions require frequent travel within the district and some statewide travel.

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) a resume and cover letter by email to 7thhumanresources@nycourts.gov or by mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: December 11, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 15, 2025

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