



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40167

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**POSITION TITLE:** HUMAN RESOURCES MANAGEMENT ANALYST, COURT OF APPEALS JG: 28

**LOCATION:** NEW YORK STATE COURT OF APPEALS  
ALBANY, NY

**BASE SALARY:** \$110,853

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Master's degree in Human Resources, or a related field, from an accredited college or university and four (4) years of experience in human resources administration; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** The Human Resources Management Analyst, Court of Appeals is responsible to the Clerk and Deputy Clerk of the Court of Appeals for the personnel and human resources operations of the Court of Appeals. The Human Resources Management Analyst, Court of Appeals supervises staff assigned to the personnel and human resources functions and performs other related duties.

**ASSIGNMENT:** Duties include but are not limited to: developing and administering personnel and human resources services, including management of employee benefit programs and oversight of time and leave processes; responding to inquiries from Judges and non-Judicial staff concerning personnel and human resources policies and procedures; recruiting candidates and reviewing qualifications for candidates' appointments and presenting recommendations to court management; managing employee relations activities by responding to questions regarding work-related issues, conducting investigations, and recommending appropriate resolutions; developing and executing programs for onboarding, training, professional development and offboarding non-judicial staff; advising senior leadership on workforce planning, organizational structure, and HR strategy to support the operational needs of the Court of Appeals; maintaining records and compiling statistical reports concerning personnel-related data such as hires, transfers, turnover, and performance appraisals; and consulting with the OCA Division of Human Resources.

**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 [COAHR@nycourts.gov](mailto:COAHR@nycourts.gov) or mail to:

Heather Davis, Esq.  
Clerk, Court of Appeals  
NYS Court of Appeals  
20 Eagle Street  
Albany, New York 12207

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

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**POSTING DATE:** May 15, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 12, 2026

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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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