



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1655

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OCA - DIVISION OF FINANCIAL MANAGEMENT IS RECRUITING FOR (2) POSITIONS IN THE ANALYST SERIES. THESE POSITIONS WILL BE FILLED IN THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**LOCATION:** OFFICE OF COURT ADMINISTRATION  
DIVISION OF FINANCIAL MANAGEMENT  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

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**ASSIGNMENT:** This position will report to the Chief Management Analyst in the Payroll and Time Management Unit within the OCA Division of Financial Management and, in this capacity, will provide expert advice, policy suggestions and guidance with respect to payroll and time management procedures. In this role, the position will assist the Chief Management Analyst in liaising with the NYS Office of the State Comptroller, OCA Division of Human Resources, and statewide Human Resources staff to determine and disseminate changes in payroll and time management policies. Additionally, as part of the DFM management team, the position can be expected to provide immediate supervision of, as well as training and mentoring to, the payroll and time management staff located in Albany. Extensive knowledge of salary reconstruction, policies, procedures and collective bargaining provisions of the Unified Court System and subject matter and expertise in relevant employment-related federal and state laws, rules and regulations is preferred.

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

**BASE SALARY:** \$94,386

**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 two (3) years of relevant experience or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Division of Financial Management (DFM), 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.

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**POSITION TITLE:** SENIOR MANAGEMENT ANALYST JG: 28

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

**QUALIFICATIONS:** One year in the 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:** Senior Management Analysts report to the Director of the Office of Court Administration's (OCA's) Division of Financial Management (DFM), or to other court administrators or administrative judges, for supervising a number of complex, on-going, projects involving research, analysis, planning, and policy formulation related to court administration and management. Senior Management Analysts also participate in complex study projects under the direction of Principal Management Analysts, or work with substantial independence from supervision on individual research projects and perform other related duties.

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**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: **2**

**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 resume, writing sample and a cover letter by email to [dfm@nycourts.gov](mailto:dfm@nycourts.gov) or mail to:

Nadine Kearney  
Office of Court Administration, Payroll Services  
500 Patroon Creek Blvd, Suite 1300  
Albany, NY 12206

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

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**POSTING DATE:** June 4, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 2, 2026

**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.**