



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1656

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

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF COURT MODERNIZATION
ALBANY, NEW YORK

BASE SALARY: \$110,853

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 are responsible to the Director of the Division of Court Modernization, 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.

ASSIGNMENT: The Division of Court Modernization (DCM) is a unit within New York State's Office of Court Administration dedicated to making court spaces more functional and accessible, thus ensuring the full participation of all stakeholders in the justice process and enriching their experience via human-centered design and innovative technology. DCM is at the forefront of delivering innovative solutions that improve the efficiency and the quality of justice services to millions of New Yorkers.

The incumbent will provide dedicated, senior-level oversight of fiscal, human resources, facilities, and logistics operations in support of the Division of Court Modernization, ensuring that administrative and operational functions align with OCA policies and court modernization priorities. This position will manage a team responsible for budget preparation and monitoring, purchase order and credit-card transaction processing, procurement, contract coordination, and compliance with statewide fiscal protocols. The incumbent will also oversee personnel administration, recruitment and onboarding support, and adherence to HR policies while directing facilities and logistics operations, including space planning, equipment and technology coordination, Just-in-Time inventory management, and the receiving, distribution, and inventory control of equipment across multiple warehouse locations. The role involves close coordination with leadership across units to streamline administrative processes, support operational planning, and ensure effective implementation of court modernization initiatives. Travel may be required.

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) and a cover letter and resume by email to dcm-recruit@nycourts.gov or by mail to:

Vincent Riccobene
Senior Technical Manager
Office of Court Administration
Division of Court Modernization
25 Beaver Street
9th Floor
New York, NY 10004

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

POSTING DATE: June 5, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 3, 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.
