



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1646

THE OFFICE OF COURT ADMINISTRATION – DIVISION OF TECHNOLOGY AND COURT RESEARCH IS RECRUITING FOR THREE (3) POSITIONS IN THE ANALYST SERIES. THESE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

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

BASE SALARY: \$110,853 + \$4,920 LOCATION PAY (NYC ONLY)

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 Office of Court Administration's (OCA's) Management and Planning Office, 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.

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

BASE SALARY: \$94,386 + \$4,920 LOCATION PAY (NYC ONLY)

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 three (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) Management and Planning Office, 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.

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF TECHNOLOGY AND COURT RESEARCH
500 PATROON CREEK BLVD, ALBANY NY & 25 BEAVER STREET, NEW YORK, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The Division of Technology and Court Research (DoTCR) is seeking a Management Analyst to support and report to the Project Management Office (PMO) team. These positions will function as a implementation coordinator for technology initiatives within the statewide court system. Responsibilities include developing and maintaining project plans, conducting business and application analysis, and performing operational workflow assessments to support informed decision making. The Management Analyst will coordinate cross team and Division efforts for DoTCR, collaborate with partner agencies and stakeholders, and help ensure successful project execution across multiple technology domains. Additional responsibilities include developing and delivering training materials, preparing documentation, tracking project progress and risks, and supporting implementation planning for enterprise level court technology improvements. This position requires strong organizational, communication, and analytical skills, with the ability to navigate complex technology environments and facilitate collaboration across diverse teams.

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: **3**.

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 cover letter, and a resume by email to dotapply@nycourts.gov or by mail to:

Gail Testo
Senior Management Analyst
Office of Court Administration, Division of Technology & Court Research
500 Patroon Creek Blvd,
Albany, NY 12206

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

POSTING DATE: April 27, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 25, 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.