



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Research and Data Analysis Coordinator (*Provisional appointment)
SALARY: \$37,172 - \$47,612 annually
LOCATION: Monroe County Department of Public Health

JOB SUMMARY: This is a lead systems administrator position responsible for administering a complex data system for a department or agency. The employee independently functions as the technical subject area expert. Work involves utilizing data and information technology such as data base design and maintenance, quality checks, documentation, systems integrity and similar work to track data, identify trends and generate reports. The employee reports directly to and works under the general supervision of an administrative level staff member. General supervision is exercised over a subordinate technical staff.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Health; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Public Health, Public Health Informatics, Policy Analysis, Statistics, Data Management Computer Programming, epidemiology or a field closely related to one of these disciplines, plus one (1) year paid full time or its part time equivalent experience involving data base design and maintenance, performing quality checks on data systems, data systems documentation or similar data and information technology responsibilities; OR;
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the disciplines mentioned in (A) above, plus three (3) years paid full time or its part time equivalent experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENTS:

Applicants must be residents of Monroe County at the time of appointment.

Send Resumes to: Monroe County Department of Human Resources
111 Westfall Road - Room 756
Rochester, NY 14620

Posting Deadline: November 9, 2007

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer