



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **INFORMATION SERVICES BUSINESS ANALYST II**
(Provisional* Appointment)

SALARY: \$54,664 - \$75,071 annually

LOCATION: Monroe County Department of Information Services

JOB SUMMARY:

This position, located in Monroe County government in either the Department of Information Services or other county department, is the mid-level position in the information services business analyst hierarchy. Responsibilities involve analyzing business procedures of users to develop and implement information management systems that are compatible with them. This position differs from the lower level Information Services Business Analyst III by virtue of performing work independently with direction given at the beginning of projects only, and submitting work in its final form. The employee works closely with users to develop an understanding of their business processes and goals. The employee reports directly to, and works under the general supervision of a higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus three (3) years paid full-time or its part-time equivalent experience in the information technology or telecommunications field that involved defining user needs, suggesting solutions, and implementing systems.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 15, 2024

Posting Deadline: Until filled

*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) candidates on the examination list in order to be eligible for permanent appointment.