



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **PERSONNEL ANALYST**
(Provisional* Appointment)

SALARY: \$44,636 - \$61,158 annually

LOCATION: Monroe County Department of Human Resources

JOB SUMMARY:

This is a professional personnel position responsible for assisting in the implementation of personnel policies, practices, and procedures in a central personnel office, or in the personnel section of a large government department, agency or school district. The employee reports directly to, and works under the general supervision of a senior personnel employee or other administrative staff member, and in accordance with established policies and procedures, Civil Service Law, and local rules and regulations. Independence is allowed for the development of internal procedures and schedules to carry out assignments. General supervision may be exercised over subordinate personnel staff and/or clerical employees. This position differs from parallel positions in the Personnel Technician series in that the latter career series is restricted to use in a Civil Service/Human Resources Office. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Labor Relations, or Personnel Administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional** experience in personnel activities including interviewing, recruitment, selection, labor or employee relations, position classification, or staff development and training; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent professional** experience as defined in (B) above; OR,
- (D) Five (5) years paid full-time or its part-time equivalent professional* experience as defined in (B) above; OR,
- (E) Five (5) years paid full-time or its part-time equivalent experience in a clerical or secretarial position in a personnel department involving either independent responsibility for the performance of duties in support of a staff engaged in personnel activities as defined in (B) above, or for the supervision of a clerical unit which supports the personnel activities as defined in (B) above; OR,

(F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

**professional, for the purposes of these minimum qualifications, does not include clerical or secretarial experience.

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 14, 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.