



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE: STAFF DEVELOPMENT AND ADA MANAGER**

**SALARY:** \$73,720 - \$104,815 annually

**LOCATION:** Monroe County Department of Diversity, Equity and Inclusion

**JOB SUMMARY:**

This professional position in the Monroe County Department of Diversity, Equity and Inclusion (DEI) is responsible for overseeing and monitoring County government compliance with the American's with Disabilities Act (ADA) including hiring, advancement, compensation, training, discharge, and other conditions of employment, as well as ensuring reasonable accommodations. Work further involves planning, developing, coordinating and implementing staff development and training programs for Monroe County employees while playing an important part in the implementation of strategy, policy, and building a culture of DEI. The employee reports directly to, and works under the general supervision of, the Director of Diversity, Equity and Inclusion. General supervision may be exercised over a subordinate staff. 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 plus two (2) years paid full-time or its part-time equivalent professional\* experience in planning, developing and delivering staff training programs, or ensuring compliance with the American's with Disabilities Act (ADA); OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent professional\* experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years paid full-time or its part-time equivalent professional\* experience as described in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*Professional experience does not include clerical or secretarial experience.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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:** April 19, 2024

**Posting Deadline:** May 3, 2024