



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **SENIOR HUMAN SERVICES PLANNER**  
(Provisional\* Appointment)

**SALARY:**               \$56,839 - \$78,167 annually

**LOCATION:**             Monroe County Department of Human Services

### **JOB SUMMARY:**

This is a technical and professional human services planning position in the Department of Human Services responsible for directing, coordinating and/or facilitating internal and community work groups to collectively identify needs, assess gaps, and develop and implement processes, strategies and plans in order to reduce barriers to access, address process inefficiencies, improve quality of service and ultimately improve outcomes. Responsibilities also involve providing direction in the development, organization, implementation and reporting of grant funded initiatives and other emerging programming. Work further involves identifying, locating, analyzing and reporting information and data to ensure data-driven decision making and development of measurable goals and objectives, creating a plan and monitoring its progress. Conducting formalized needs assessments, design and justification of new or expanded programs, development of work/implementation plans and evaluation of current or new programs are duties performed as well. The employee reports directly to, and works under the general supervision of the Senior Coordinator of Research and Planning or other higher-level staff member with latitude allowed for independent judgment and establishing priorities. 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 Social Work or a human services, sociology, human relations, public health, business administration/management field, plus three (3) years paid full-time or its part-time equivalent experience in a human services field\*\*, two (2) years of which must have included either strategic planning, OR program planning, OR grant preparation, OR data collection and interpretation; OR,
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's -degree in one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent experience in a human services field\*\*, two (2) years of which must have included either strategic planning, OR program planning, OR grant preparation, OR data collection and interpretation; OR,
- C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Human services, for the purposes of these minimum qualifications, is defined as that which is involved in the delivery of social, economic or emotional support services to people in our society who are having difficulty coping with the pressures and strains of modern life. This information must be clearly stated on your application

**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:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

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 and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD, RM. 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** May 26, 2023

**Posting Deadline:** June 30, 2023

\*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.