



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** INFORMATION SERVICES BUSINESS ANALYST III (Provisional\* Appointment)

**SALARY:** \$38,205 - \$48,864 annually

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

### **JOB SUMMARY:**

This position is located in Monroe County government in the Department of Information Services and is the entry-level position in the information services business analyst hierarchy. Responsibilities involve assisting in and learning to analyze business procedures of user departments and to develop and implement information management systems, which are compatible with them. The employee works closely with a higher-level staff member to develop an understanding of department's 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 EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Information Technology, Computer Science, Business Management, Business Administration, Public Administration, or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Information Technology, Computer Science, Business Management, Business Administration, Public Administration, or a closely related field plus two (2) years paid full-time or its part-time equivalent experience involving defining user needs, suggesting solutions and implementing computer information systems; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

### **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 have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

### **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.

**Send Civil Service Application to:**

MONROE COUNTY INFORMATION SERVICES  
50 WEST MAIN STREET SUITE 6151  
ROCHESTER, NY 14612

**Posting Date:** August 17, 2015

**Posting Deadline:** August 28, 2015

\*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.