



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **ASSISTANT COMPUTER BUSINESS ANALYST - DES**
(Provisional* Appointment)

SALARY: \$34,267 - \$43,459 annually

LOCATION: Monroe County Department of Environmental Services

JOB SUMMARY:

This is a technical position responsible for assisting with the user information component of the internal data management processes and applications developed at the Department of Environmental Services. Work is specifically related to wastewater collection and treatment and involves both spatial and dynamic data. Duties include assisting computer users in the field with the management of business and operational data by developing critical analytical and reporting structures, and training staff to ensure that critical business and process information is properly extracted and displayed from application software. The employee ensures the successful integration of business and technology within department data management objectives with respect to collection systems, treatment plant operators, data collection and handling techniques. The employee reports directly to, and works under the general supervision of, a higher-level staff member. General supervision may be exercised over 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 an Associate's degree in an information technology or computer science field plus two (2) years paid full-time or its part-time equivalent experience in computer applications development, AND either hardware installation or troubleshooting; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) 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 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.

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 RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: August 12, 2021

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.