



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

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

SALARY: \$32,936 - \$41,772 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is an entry-level professional position designed to familiarize employees with the policies, practices and procedures of a central personnel office, or of the personnel section of a large government department or agency. Work is performed 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. This position differs from parallel positions in the Personnel Technician series in that the latter career series is restricted to use in the Civil Service/Personnel Office. Supervision is not typically a responsibility of this position. 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of full-time or its part-time equivalent experience in professional personnel activities including interviewing, recruitment, selection, labor or employee relations, position classification, or staff development and training; OR,
- (C) Four (4) years 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 activities described in (B) or for the supervision of a clerical unit which supports the activities described in (B); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: College level education may be substituted on a year-for-year basis for up to one year of the required experience under (C).

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 COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: November 12, 2019

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.