



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:**                   **COORDINATOR OF RESEARCH AND PLANNING**  
**(PROVISIONAL\* APPOINTMENT)**

**SALARY:**               \$45,711 - \$57,973 annually

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

**JOB SUMMARY:**

This professional position is responsible for coordinating various research projects in support of strategic planning, mandated planning, reporting and documentation goals. Duties involve preparing and providing uniformity of policy creation, initiating grant opportunities and writing grant applications. Duties also involve using computer software to ensure access to, and utilization of, data across departments. The employee reports directly to, and works under the general supervision of, the Deputy Commissioner of Human Services or other 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 Master's degree in Public Administration, Business Administration, Public Health, Social Work, Human Services, Sociology, Psychology, Economics, Mathematics, Statistics or a closely related field, PLUS three (3) years paid full-time or its part-time equivalent professional\*\* experience either in grant writing, data analysis, research, or planning, all of which must be in a social services field, OR in social work or casework; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Public Health, Social Work, Human Services, Sociology, Psychology, Economics, Mathematics, Statistics or closely related field, PLUS four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, PLUS five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*\*Professional experience, for the purpose of these minimum qualifications, does NOT include clerical, secretarial or related 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.

**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 - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** March 15, 2018

**Posting Deadline:** March 30, 2018

\*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.