



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea Guzzetta  
Director

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**TITLE:** DATA MANAGER (Provisional\* Appointment)

**SALARY:** \$38,936 - \$49,380 annually

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

### **JOB SUMMARY:**

This position is responsible for developing and implementing a computerized data base to track and update department-wide records. Work involves creation of reports for internal and external use, developing and monitoring quality improvement process, training and supporting users, and coordinating and managing computer reporting systems. The employee reports directly to, and works under the general supervision of a Senior Data Manager 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 Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional\*\* experience in data base creation and management, computer systems analysis, or systems design; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years professional\*\* experience as defined in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent professional\*\* 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 does not include clerical, secretarial or receptionist duties.

### **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:** July 28, 2021

**Posting Deadline:** August 10, 2021

\*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.