



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Health Business Operations Analyst (*Provisional Appointment)

SALARY: \$35,452 - \$45,547 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position in the Public Health department is responsible for assisting the division manager to assure business operations, regulatory compliance monitoring, division financial operations and support processes, including budget development, analysis and management and purchasing procedures and systems are managed effectively. Work involves business process analysis and improvement, quality assurance, staff training, accreditation, and other activities that ensure the department's licensure as a diagnostic and treatment center. Ability to assemble, analyze, and organize material into effective and meaningful reports and, implement and monitor policies and procedures are essential. Strong Excel skills desired. The employee reports directly to, and works under the general supervision of the division manager. General supervision is exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: 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 that involved, program** supervision or management, OR either responsibility for, or providing staff support to, the development or supervision of quality assurance programs or process*** improvements, OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years of 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.

*For the purpose of these minimum qualifications, professional experience does not include maintenance, clerical, secretarial, receptionist, or similar duties.

**For the purposes of these minimum qualifications, program is defined as an organized group of activities performed to accomplish a specific goal or carry out policy aimed at improving or changing existing conditions, practices or procedures.

***For the purpose of these minimum qualifications, process is defined as a collection of related structured activities or tasks that produce a specific service.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Additional Information:

Candidates for employment with Monroe County will be required to pass a pre-employment drug test.

Candidates for employment with the Monroe County Government will be required to pass a Pre-Employment Background Investigation. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

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 Department of Public Health
111 Westfall Rd-Human Resources Rm:752B
Rochester, NY 14620

Posting Deadline: February 4, 2011

*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) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer