



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: DATA MANAGER PART-TIME (*Provisional Appointment)

SALARY: \$16.62 - \$21.36 per hour

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a supervisory position responsible for developing and implementing computerized databases used to track, update and compile health data, statistics, and records related to the programs within the Communicable Disease Prevention and Control Division. Work involves developing queries and reports needed for Quality Assurance and reporting outcomes both internally and externally, developing and monitoring improvement and audit processes, training and supporting staff, coordinating and managing electronic reporting systems, and other information-related clinic activities. This employee will use Monroe County and NYS reporting systems. Responsibilities include PC troubleshooting, user account administration, server backups, software updates and integration. Flexibility is needed in prioritizing, designing and editing queries and report requests. The employee reports directly to and works under the general supervision of a higher-level coordinator or supervisor. General supervision may be exercised over a 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 a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional* experience involving 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 of professional* experience as defined in (A) above; OR,
- (C) Five (5) years of professional* experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B), and (C) above.

*Professional experience does not include clerical, secretarial or receptionist duties.

SPECIAL REQUIREMENT(S):

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.

Send Civil Service Application to:	Monroe County Department of Public Health 111 Westfall Rd-Human Resources Rm: 752B Rochester, NY 14620
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Posting Deadline: January 27, 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>

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An Equal Opportunity Employer