



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: INFORMATION SERVICES BUSINESS ANALYST II (Provisional* Appointment)

SALARY: \$44,261 - \$56,859 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a mid-level position in the information services business analyst hierarchy. Responsibilities involve analyzing business procedures of users to develop and implement information management systems which are compatible with them. This position differs from the lower, Information Services Business Analyst III in that work is performed independently, direction is given at the beginning of projects only and work is submitted in its final form. The employee works closely with users to develop an understanding of their business processes and goals. The employee reports directly to and works under general supervision of a higher-level staff member. Does related work as required.

PROPOSED 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 in Information Technology, Computer Science, Business Management, Business Administration, Public Administration, or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience involving defining user needs, suggesting solutions and implementing computer information systems; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Information Technology, Computer Science, Business Management, Business Administration, Public Administration, or a closely related field, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined by in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

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.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: July 9, 2015

Posting Deadline: July 22, 2015

*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.