



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: MENTAL HYGIENE PROGRAM ANALYST (Provisional* Appointment)

SALARY: \$47,572 - \$61,140 annually

LOCATION: Monroe County Department of Human Services - Office of Mental Health

JOB SUMMARY:

This is a professional position in the Department of Human Services, Office of Mental Hygiene. Duties include working with administrative staff to identify community mental hygiene needs and resources, and to ascertain the availability, acceptability and accessibility of mental hygiene services provided in Monroe County. Duties also involve providing fiscal oversight support, conducting program analyses, monitoring program utilization and capacities, and determining service system integration and linkages both within and between agencies. Additionally, this position is responsible for conducting program planning activities in mental hygiene areas such as substance use disorder, mental health, and developmental/intellectual disabilities. This position reports directly to and works under the general supervision of the Community Mental Health Services Manager or other high-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 Master's degree in Human Services, Psychology, Counseling, Sociology, Social Work, or Public Health or a closely related field, PLUS two (2) years paid full-time or its part-time equivalent professional** experience in planning and/or budgeting in the human services*** area; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services, Psychology, Counseling, Sociology, Social Work, or Public Health, or a closely related field, PLUS three (3) years paid full-time or its part-time equivalent professional** experience as defined in (A) above; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Human Services, Psychology, Counseling, Sociology, Social Work, or Public Health, or a closely related field, PLUS 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, for the purpose of these minimum qualifications, does not include clerical, labor, maintenance or similar activities.

***Human services are defined as areas concerned with enhancing and increasing the well-being of our society and the individuals it comprises. This includes social work, psychology, gerontology and vocational and/or psychological counseling as well as occupational therapy, physical therapy, and therapeutic recreation or other

“helping” professions such as mental health, mental retardation, early childhood education, working with the elderly or terminally ill or individuals that have learning disabilities.

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 10, 2015

Posting Deadline: July 24, 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.