



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Data Manager (*Provisional Appointment)

SALARY: \$35,452 – 45,547 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY: This is a supervisory position responsible for developing and implementing a computerized data base to track and update county-wide health data and records. Work involves creation of reports for internal and external use, developing and monitoring quality improvement process, training and supporting staff, and coordinating and managing electronic reporting systems. Some fieldwork in the community such as visiting physician's offices and clinics to explain the programs and solicit participation may be required. 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.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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

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 Rd – Room 752
Rochester, NY 14620

Posting Deadline: December 16, 2008

*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.