



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **RESEARCH AND DATA ANALYSIS COORDINATOR**
(Provisional* Appointment)

SALARY: \$46,183 - \$63,278 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position is responsible for administrating and statistically analyzing complex databases utilizing qualitative and quantitative research methods. This employee coordinates the implementation of information technology duties, such as: database design and maintenance, quality checks, documentation, systems integrity and similar work to track data, generate reports, conduct observation activities to identify trends, and perform statistical analysis. The employee reports directly to, and works under the general supervision of an Administrative-level staff member. General supervision is exercised over a subordinate technical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Master's Degree in a public health, psychology, information technology or business-related field; OR,
- (B) Graduation with a Bachelor's degree in one of the fields listed in (A) above, plus one (1) year paid full time or its part time equivalent experience involving one or more of the following: database design and maintenance, performing quality checks on data systems, data systems documentation, research design using quantitative or qualitative research methods or similar data and information technology responsibilities; OR,
- (C) Graduation with an Associate's degree in one of the fields listed in (A) above, plus three (3) years paid full time or its part time equivalent experience involving one or more of the following: database design and maintenance, performing quality checks on data systems, data systems documentation, research design using quantitative or qualitative research methods or similar data and information technology responsibilities; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: October 2, 2023

Posting Deadline: November 30, 2023

*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.