



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: HEALTH BUSINESS OPERATIONS ANALYST (Provisional*
Appointment)

SALARY: \$38,172 - \$48,412 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position in the Public Health department is responsible for assisting the division manager to assure business operations, regulatory compliance monitoring, division financial operations and support processes are managed effectively. Work involves quality assurance, staff training, accreditation, and other activities that ensure the department's licensure as a diagnostic and treatment center. The employee reports directly to, and works under the general supervision of the division manager. General supervision is exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: 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 that involved, program*** supervision or management, OR either responsibility for, or providing staff support to, the development or supervision of quality assurance programs or process**** improvements, 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 experience as defined in (A) above; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**For the purpose of these minimum qualifications, professional experience does not include maintenance, clerical, secretarial, receptionist, or similar duties.

***For the purposes of these minimum qualifications, program is defined as an organized group of activities performed to accomplish a specific goal or carry out policy aimed at improving or changing existing conditions, practices or procedures.

****For the purpose of these minimum qualifications, process is defined as a collection of related structured activities or tasks that produce a specific service.

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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B
ROCHESTER, NY 14620

Posting Date: October 21, 2020

Posting Deadline: November 5, 2020

*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.