



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

TITLE: **HEALTH TRANSPORTATION REPRESENTATIVE**
 (*Provisional Appointment)

SALARY: \$38,936 - \$49,380 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position, located in the Department of Public Health, is responsible for monitoring the transportation services provided by the Department, to recipients of the Early Intervention Program (EIP) and Preschool Special Education (PSE) program. The transportation services involve the transport of children aged birth to five (5) years old who receive services relating to areas such as speech and physical therapy and are in need of transportation to and from the participating agencies. This position acts as the point person for handling the daily concerns of children and parents, and communicating with the transportation vendors. The employee reports directly to, and works under the general supervision of a Special Children's Service Coordinator or other higher-level staff member. 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 an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience in the provision of passenger transportation services or as a bus driver, one (1) year of which must have involved the transporting of children; OR,
- (B) Four (4) years paid experience as described in (A) above, one (1) year of which must have involved the transporting of children; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) 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.

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: June 10, 2021

Posting Deadline: Until Filled

*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.