



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **HOSPITAL MANAGEMENT ANALYST**
(Provisional* Appointment)

SALARY: \$56,838 - \$78,167 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position, located at Monroe Community Hospital, is responsible for data gathering, statistical analysis, and preparing written reports and material in order to assist staff with the development of programs to increase the quality of care. The employee reports directly to, and works under the general supervision of the Executive Health Director 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 a Master's degree plus three (3) years paid full-time or its part-time equivalent experience in statistical analysis; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience in statistical analysis; OR,
- (C.) An equivalent combination of education and experience as defined by the limits of (A.) and (B.) above.

SPECIAL REQUIREMENTS:

A candidate needs to have received their primary COVID-19 vaccination series.

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.

ADDITIONAL INFORMATION:

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

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 COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: March 16, 2023

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.