



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea Guzzetta  
Director

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**TITLE:**                   **INFORMATION SERVICES BUSINESS ANALYST I  
(Provisional\* Appointment)**

**SALARY:**               \$63,147 - \$81,434 annually

**LOCATION:**             Monroe County Department of Human Services

**JOB SUMMARY:**

This position, located in the Department of Human Services, is the highest-level position in an information services business analyst hierarchy. Responsibilities involve analyzing business procedures of user departments and to develop and implement information management systems that are compatible with them. This position differs from the lower, Information Services Business Analyst II by virtue of performing the more complex assignments that involve project implementation management and encompass a larger scope such as an entire department. The employee works closely with user departments to develop an understanding of their business processes and goals. The employee reports directly to, and works under the general supervision of a higher-level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus four (4) years paid full-time or its part-time equivalent experience in the information technology or telecommunications field that involved defining user needs, suggesting solutions and implementing systems.

**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 HUMAN SERVICES  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** July 28, 2021

**Posting Deadline:** August 10, 2021

\*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.