



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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

**SALARY:**                \$45,711 - \$57,973 annually

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

### **JOB SUMMARY:**

This position is located in Monroe County government in either the Department of Information Services or other county department and is the mid-level position in the information services business analyst hierarchy. Responsibilities involve analyzing business procedures of users to develop and implement information management systems that are compatible with them. This position differs from the lower, Information Services Business Analyst III in that work is performed independently, direction is given at the beginning of projects only and work is submitted in its final form. The employee works closely with users to develop an understanding of their business processes and goals. The employee reports directly to, and works under 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 EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience involving defining user needs, suggesting solutions and implementing computer information systems; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) 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 on line or send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET – ROOM 210  
ROCHESTER, NY 14614

**Posting Date:** November 28, 2018

**Posting Deadline:** December 21, 2018

\*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.