



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

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

SALARY: \$42,926 - \$54,441 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a staff position responsible for assisting departments in determining and implementing management improvements, performing management and financial analysis, budget planning, and reviewing annual budget submissions in a finance or budget office. The employee reports directly to, and works under the general supervision of a Senior Management Analyst, Associate Management Analyst, Principal Management Analyst, Director of Finance, Director of Budget or other higher-level staff member with the exercise of independent judgment allowed when organizing materials and selecting the methodology required to complete assignments. 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 in Public Administration, Business Administration, Finance, Accounting, Economics, Mathematics, Statistics or a closely related field, plus two (2) years paid full time or its part-time equivalent experience in budget preparation, budget analysis, financial planning, financial analysis, financial eligibility determination and client budget planning, or management analysis, one (1) year of which must have involved the operation of a computer using software related to the reporting and analyses of financial data; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience in budget preparation, budget analysis, financial planning, financial analysis, financial eligibility determination and client budget planning, or management analysis, one (1) year of which must have involved the operation of a computer using software related to the reporting and analyses of financial data; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent experience in budget preparation, budget analysis, financial planning, financial analysis, financial eligibility determination and client budget planning, or management analysis, one (1) year of which must have involved the operation of a computer using software related to the reporting and analyses of financial data; 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 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: March 1, 2019

Posting Deadline: March 15, 2019

*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.