Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: QUALITY ASSURANCE COORDINATOR (HELP PROGRAM)

SALARY: $60,592 - $80,999 annually

LOCATION: Monroe Community Hospital

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

JOB SUMMARY:
This is a professional position responsible for coordinating various aspects of the Quality Assurance and Performance Improvement Program (QAPI) for Monroe Community Hospital. Duties involve providing technical assistance to hospital staff to assist them in meeting quality assurance objectives. The employee reports directly to, and works under the general supervision of the Quality Assurance Manager 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 with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent professional* experience working on quality improvement (quality assurance or quality control) initiatives in a health-related field;

(B) Graduation with an Associate's degree plus three (3) years paid full-time or its part-time equivalent professional* experience as described in (A) above; OR,

(C) Five (5) years paid full-time or its part-time equivalent professional* experience as described in (A) above; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*Professional for the purpose of these minimum qualifications does not include secretarial, clerical, or similar experience.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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An Equal Opportunity Employer

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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:

Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

There is no residency requirement for this position. Preference may be given to Monroe County residents.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: September 4, 2026

Posting Deadline: Until filled

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