



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:**                    **QUALITY ASSURANCE MANAGER (Provisional\* Appointment)**

**SALARY:**                \$59,798 - \$77,114 annually

**LOCATION:**             Monroe Community Hospital

**HOURS:**                Full-time

**JOB SUMMARY:**

This is a management position responsible for coordinating the quality assurance program for Monroe Community Hospital. Quality assurance involves all hospital functions such as patient care, equipment, confidentiality issues, and customer satisfaction, among others. Work involves providing technical assistance to hospital staff to assist them in meeting quality assurance objectives. The incumbent reports directly to and works under general supervision of the Deputy Director of Monroe Community Hospital or other higher level staff members. General supervision may be exercised over a subordinate staff. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a health care field such as Health Informatics, Healthcare Administration and Management, Healthcare General, Medical and Dental Specialist, Medical Assisting, Medical Billing and Coding, Nursing, Physical and Occupational Therapy, Public Health or a closely related field, plus five (5) years of paid full-time or its part-time equivalent professional\*\* experience in the oversight of a quality assurance and improvement program in a health care setting.

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

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

**Posting Date:** September 20, 2018

**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.