



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

**TITLE: RESEARCH AND DATA ANALYSIS COORDINATOR
(Provisional* Appointment)**

SALARY: \$41,666 - \$52,842 Annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position located in the Monroe County Department of Public Health is responsible for administrating and statistically analyzing complex databases. Duties involve investigating the frequency and distribution of diseases within human populations and the environment. Duties also involve information technology such as database design and maintenance, quality checks, documentation, systems integrity and similar work to track data, generate reports, conduct surveillance activities to identify trends, and perform statistical analysis and field epidemiology.

This specific position deals with addiction services and is responsible for developing, maintaining, and managing a database for Addiction Services to record private health information for people who have had an opioid overdose in the County, connections to the survivor or victim, and any other clients developed through outreach efforts. Additional duties involve creating a live dashboard and managing and customizing a website and performing statistical analysis with all data points received. Other duties would include presenting data correlations to a variety of people and businesses with the ability to explain the statistical data in a clear and concise manner. The employee reports directly to and works under the general supervision of the Addiction Services Public Health Project Manager. 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 Health; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Public Health, Public Health Informatics, Policy Analysis, Statistics, Data Management Computer Programming, Epidemiology or a closely related field, plus one (1) year paid full time or its part time equivalent experience involving database design and maintenance, performing quality checks on data systems, data systems documentation or similar data and information technology responsibilities, OR;
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Public Administration, Public Health, Public Health Informatics, Policy Analysis, Statistics, Data Management Computer Programming, Epidemiology or a closely related field plus three (3) years paid full time or its part time equivalent experience involving database design and maintenance, performing quality checks on data systems, data systems documentation or similar data and information technology responsibilities; OR,

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

(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 Public Health
111 Westfall Road - Human Resources Rm.752B
Rochester, NY 14620

Posting Date: September 17, 2021

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.