Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

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

SALARY: $43,959 - $60,231 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position located in the Monroe County Department of 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. The employee reports directly to and works under the general supervision of the Epidemiology Manager. General supervision is exercised over a subordinate technical staff. 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,

(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: January 19, 2022

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.