



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

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

SALARY: \$46,183 - \$63,278 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position 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, or other higher-level staff member. 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 with a Master's Degree in Public Health; OR,
- (B) Graduation 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 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.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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.

ADDITIONAL INFORMATION:

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

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, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: February 13, 2023

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.