



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

**TITLE: SENIOR MANAGEMENT ANALYST
(Provisional* Appointment)**

SALARY: \$54,101 - \$74,402 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position is responsible for the performance of management and financial analyses, budget planning, and providing services concerning the identification, development, and implementation of operational and programmatic improvements. Duties involve providing technical assistance in the preparation of operating and capital budgets, and analyzing data for development of programmatic, operational, and budget studies and projections. This position differs from Management Analyst by virtue of the more complex analysis performed, the more difficult work assigned, and the greater consultative role. Employees may be assigned to work independently on select management analysis projects or assignments requiring specialized technical skills. The employee reports directly to and works under the general supervision of a senior level manager position or other higher-level staff member. General supervision may be exercised over subordinate 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 plus two (2) years paid full-time or its part-time equivalent experience in budget preparation, or budget analysis, or financial planning, or financial analysis, or financial eligibility determination and client budget planning, or statistical analysis, or management analysis; OR,
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years paid full-time or its part-time equivalent 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.

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.

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

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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
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.