



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

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

SALARY: \$43,785 - \$55,530 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position, located in the Monroe County Department of Public Health, is responsible for supervising and participating in the statistical analysis of complex databases relating to diseases in the community, specifically those relating to substance abuse and the opioid epidemic. Duties involve working with information technology including database design and maintenance and the generation of reports and providing data to the Public Health Commissioner and the County Executive management team. Duties also involve compiling and reporting substance abuse data and demographics of individuals served through referral and linkage to the County's Opioid/Substance Abuse Task Force Division. This position differs from Research and Data Analysis Coordinator by virtue of its supervisory duties, being more focused on substance abuse issues, ensuring regulatory compliance of grant deliverables, and interacting with, and presenting data to, the community, law enforcement, and various groups and associations regarding substance abuse issues. 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 Research and Data Analysis Coordinators. 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 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 either database design and maintenance, performing quality checks on data systems, data systems documentation, or similar data and information technology responsibilities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above plus two (2) years paid full-time or its part-time equivalent experience involving either 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 one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent experience involving either 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: June 30, 2020

Posting Deadline: July 15, 2020

*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.