



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

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

SALARY: \$50,786 - \$69,584 annually

LOCATION: Monroe County Department of Public Safety – Administration

JOB SUMMARY:

This is a staff position responsible for assisting departments in determining and implementing management improvements, performing management and financial analysis and budget planning, and reviewing annual budget submissions. The employee reports directly to, and works under the general supervision of a higher-level management analyst or other higher-level staff member with the exercise of independent judgment allowed when organizing materials and selecting the methodology required to complete assignments. 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor'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,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) 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:

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:

Effective March 2024 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

ADDITIONAL INFORMATION (continued):

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

DEPARTMENT OF PUBLIC SAFETY – ADMINISTRATION
ATTN: JANICE TOLAND
33 N. FITZHUGH STREET
ROCHESTER, NEW YORK 14614

Posting Date: April 25, 2024

Posting Deadline: May 13, 2024

*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.