

# NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**TITLE:** Program Analyst

**GRADE/SALARY:** 28W - \$42,734 plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for the overall administrative planning, development, direction, coordination and monitoring of programs or projects as assigned by the Director. An employee in this class analyzes and processes research-based information/data and uses these findings in making recommendations in management and policy decisions for department programs. The Program Analyst provides leadership to other agencies and to County programs in the development of services and new programs, and ensures coordination and integration with State programs and representatives. The incumbent's work is performed in conformance with local, State and Federal laws. Broad administrative direction comes from the Department head, with wide leeway allowed for independent judgment. Supervision may be exercised over activities of subordinate staff. Incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration, Human Services, Social Work, or a closely related field **AND** one (1) year of experience involving research and analysis of administrative policies and procedures, planning, and program evaluation; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration, Human Services, Social Work, or a closely related field **AND** three (3) years of experience involving research and analysis of administrative policies and procedures, planning, and program evaluation.

**NOTE:** Satisfactory completion of 30 credit hours, towards a Master's degree, from a regionally accredited or New York State registered college or university in Business or Public Administration, Human Services, Social Work, or a closely related field may be substituted for one (1) year of experience as listed in (A) above. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** October 05, 2021

**\*\*Oneida County is an equal opportunity employer\*\***