



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

DATA ANALYST (MENTAL HEALTH) ORANGE COUNTY DEPARTMENT OF MENTAL HEALTH

The Department of Mental Health is recruiting for the position of Data Analyst (Mental Health). This position is allocated to the competitive class. The nature of this appointment is provisional pending outcome of a Civil Service Examination. Examination date to be announced at a later date.

This is a technical and analytical position involving collection of the Department of Mental Health billing data and production of reports and analyses of the data. The incumbent is responsible for writing complex reports and designing, creating, testing and implementing data collection tools. Work is performed under the general supervision of the Deputy Commissioner of Mental Health. Does related work as required.

CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR APPOINTMENT EXAMINATION NOTICE TO BE ANNOUNCED AT A LATER DATE

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's Degree (or higher) in computer sciences, business administration, statistics or closely related field and two (2) years of experience where the primary function of the position was using automated spreadsheet and database programs; OR
- B. Associate's Degree in computer sciences, business administration, statistics or closely related field and four (4) years of as outlined in (A) 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.

The successful candidate will be subject to a background investigation, including a Criminal History Record Check.

Starting Salary: Grade 15, Step 02: \$35.9302/hour; \$65,392.96 annually (35 hours/week)

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SEND APPLICATION TO:

Regina LaCatena
Orange County Department of Mental Health
30 Harriman Drive
Goshen, New York 10924

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources.

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www.orangecountygov.com