



Our Future Starts
With *you!*

POSITION: Policy Analyst (Data) (HELPS)

DEPARTMENT: Albany County Department of Human Resources

SALARY: \$64,500-\$69,868

WORK LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

This is highly technical work involving the accuracy and timeliness of data stored in Human Resources Information System (HRIS) databases used by Albany County for employee information, pay and benefits enrollment and administration, Worker's Compensation, professional development tracking and other municipal government uses. The incumbent provides strategic support to the Department of Human Resources through the analysis and interpretation of data, including knowledge of data analysis tools and specialized data reporting systems for each database system. Work is performed under the supervision of the Commissioner of Human Resources. The position has responsibility for confidential information maintenance and management, and may instruct or provide support to other HR personnel, county departments, or elected officials for specialized projects. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with a Master's degree in Computer Engineering, Computer Science or a closely related field; OR,
- B. Graduation from an accredited college or university with a Bachelor's degree in Computer Engineering, Computer Science or a closely related field and one (1) year of data analytics and/or software engineering experience.

POINT OF CONTACT FOR INQUIRIES:

Galal Cancer—Director of Affirmative Action

affirmativeaction@albanycountyny.gov

Please submit a copy of your resume with this application.

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

