



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Mental Health

CIVIL SERVICE TITLE: Program Analyst (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$53,695 (28W) Plus Excellent Benefits

APPLICATION DEADLINE: October 31st, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



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) Possession of 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) Possession of 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.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Satisfactory completion of thirty (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.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 09/30/2025