



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Mental Health

CIVIL SERVICE TITLE: Administrative Analyst (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$72,761 (36M) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

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



DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for conducting assigned studies of specific concerns such as plans and procedures for new or changing programs, organizational structures, work methods and procedures, grievances, program or policy evaluation, information systems and internal control systems to analyze, evaluate and develop recommendations to management for improved or changed operational and program efficiency and effectiveness. An incumbent contacts and coordinates analysis activities with department heads, elected officials, employees and concerned citizens. The work is performed under supervision of a superior with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical employees. The incumbent does related work as required.

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

- (A) Possession of Master's Degree **AND** two (2) years of experience in administrative or program analysis, fiscal analysis, budget analysis, program coordination, or project management; **OR**
- (B) Possession of Bachelor's Degree **AND** three (3) years of experience in administrative or program analysis, fiscal analysis, budget analysis, program coordination, or project management; **OR**
- (C) Possession of Associate's Degree **AND** five (5) years of experience in administrative or program analysis, fiscal analysis, budget analysis, program coordination, or project management.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
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.

****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 7th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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