



DATE: June 23, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: March Gallagher, Ulster County Comptroller
244 Fair Street, Kingston, NY 12402

JOB VACANCY: Quality Analyst / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Co Office Bldg

SALARY: \$33.34 / hour (Grade 15)

FILL DATE: July 15, 2025

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for designing and conducting evaluations for use in developing, analyzing, assessing and recommending revised or new operating methods and procedures for improving the review, tracking and reporting of performance of County fee for service contract deliverables. An incumbent is responsible for developing various evaluation tools and methodologies for the purpose of conducting program/project evaluations that review and monitor departments' data collection, statistical reporting, and performance evaluation, with an emphasis on identifying and measuring the impact and outcome of County services. Work is performed under the general supervision of higher administrative personnel. Supervision is not normally a responsibility of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods of gathering and presenting information needed by management for the promotion of operational excellence; working knowledge of tools and methodologies for conducting program evaluations; working knowledge of governmental organizational structures, operating procedures, requirements and goals; working knowledge of spreadsheet and database applications; ability to design a data collection and performance reporting process to meet specific program/project needs; ability to prepare narrative and statistical reports using computer software; ability to develop clear and concise presentations; ability to write clear and accurate reports and records; ability to establish and maintain effective working relationships; ability to gather and organize pertinent data; ability to instruct employees in procedures; initiative; accuracy.

MINIMUM QUALIFICATIONS: Either;

- A. Possession of a Master's Degree and one (1) year of full-time paid, or its part-time equivalent, administrative experience in program design, development or evaluation; quantitative and qualitative research methods; data analysis; program/project performance improvement; or organizational change management; **OR**
- B. Possession of a Bachelor's Degree and two (2) years of full-time paid, or its part-time equivalent, administrative experience in program design, development or evaluation; quantitative and qualitative research methods; data analysis; program/project performance improvement; or organizational change management; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: Your degree or college credits must have been awarded or earned 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.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.