

Vacancy Notice

Job Title

Assistant Commissioner- Planning and Analysis

Department

Mental Health

Division/Work Unit

Administration & Management

Bargaining Unit

Managerial Confidential

Salary

Job Group 16

Starting salary for external candidates: \$101, 069. (Non-Negotiable)

Employment Type

Full-Time

Appointment Type

Provisional

Provisional Appointment Notice (If applicable)

This position is classified within the competitive class of the New York State Civil Service system and, as such, is subject to the examination and appointment requirements prescribed by Civil Service Law. Permanent appointment will be contingent upon success in a future civil service examination and subsequent placement on the resulting eligible list. Being reachable on the eligible list does not guarantee permanent appointment. Appointments will be made in accordance with the New York State Civil Service Law, including "Rule-of-Three".

Shift

FLSA-exempt employees will be credited with five standard workdays if they have completed a total of forty hours in a week.

Location

95 Franklin St. Buffalo, NY – 12TH Fl.

Distinguishing Features of the Class

The work involves directing activities for system planning, research and information management for the Department of Mental Health. The work includes the coordination of staff functions relating to ensuring the appropriateness and effectiveness of the mental disability system's structure, performance and increased public awareness of available services. The incumbent provides general staff supervision and maintains liaison with Federal, State and local resources. The work is performed under the general supervision of a higher ranking professional administrative employee. Supervision is exercised over lower level, professional, administrative and clerical staff. Does related work as required.

Typical Work Activities

- Plans, directs, coordinates and supervises all functions of the department related to mental disability system planning and program development, research and evaluation and information management;
- Supervises the preparation of plans and the planning process and reconciles such plans to need assessment and performance data;
- Develops and coordinates departmental efforts to secure grants, awards, and funding for special projects;
- Supervises and coordinates the flow of information, assuring the appropriate match of form and content to needs of various groups, professional and non-professional;

Minimum Qualifications

A) Candidates must have graduated from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, psychology, psychiatric nursing, psychiatric social work, administrative science, or closely related human services field, supplemented by six (6) years of experience in the administration of a health or mental health related program, which involved planning, administration and system development responsibilities; or

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in psychology, psychiatric nursing, psychiatric social work, administrative science, or a closely related human services field and eight (8) years of responsible professional or administrative experience of a health or mental health related program, which involved planning, administration and system development responsibilities; or

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Special Requirements

N/A

Criminal Background Check

In accordance with New York State law, a criminal background check may be conducted after a conditional offer of employment has been made. A prior conviction will not automatically disqualify a candidate from employment, unless required by law or directly related to the duties of the position. Certain positions may be subject to additional background screening based on statutory or regulatory requirements.

Remote Work Eligibility

This position is not eligible for remote work under any circumstances. The duties of this role require full-time, on-site presence.

Diversity Statement

Erie County is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status, or any other legally protected status.

Visa Sponsorship

Erie County does not sponsor employment-based visa status for any position. All applicants must be legally authorized to work in the United States at the time of application and throughout the duration of employment, without the need for current or future visa sponsorship.

Posting Period

This position will be posted from December 18, 2025 until January 2, 2026.

PLEASE REPLY IN WRITING (RESUME/TRANSCRIPT) TO: Christine Pearl, 95 Franklin St. Room 604 Buffalo, NY 14202 OR EMAIL CHRISTINE.PEARL@ERIE.GOV