

# Albany County

## Department of **SOCIAL SERVICES**

**Daniel P. McCoy, Albany County Executive**

**Erin G. Stachewicz, Commissioner**

**Tyrell L. Gladden, Executive Deputy Commissioner**

**Jennifer Depew, Deputy Commissioner**

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### JOB POSTING

DATE: January 13, 2026

FROM: Commissioners Office

JOB TITLE: **Data Management & Fiscal Integrity Coordinator**

SALARY: \$90,653

APPLICATION DEADLINE: January 23, 2026

Upon approval, we anticipate filling one vacant Data Management & Fiscal Integrity Coordinator position in the Commissioner's Office with the Albany County Department of Social Services.

Applications will be accepted from interested candidates willing to accept provisional appointment in the title Data Management & Fiscal Integrity Coordinator. This position may be filled as **"provisional"**. **The candidate chosen to fill this position must meet the minimum qualifications to take the Albany County Civil Service exam (date to be announced), pass this exam, and be reachable to gain permanent status.**

#### **MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with a Master's degree and two (2) years of experience using data analytic tools and/or low code development tools; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's degree and four (4) years of experience using data analytic tools and/or low code development tools.

Individuals who are interested in provisional appointment, should send an email to [DSSInquiries@albanycountyny.gov](mailto:DSSInquiries@albanycountyny.gov). Please include an updated job application ([Employment Application](#)) and updated resume.

**\*\*\* Note: You are required to submit a copy of either your college transcripts or college diploma if qualifying under the educational component of the Minimum Qualifications.**

Thank You.

Experience will be rated as follows: 0 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

For positions in Albany County Government a background check may be performed. This may include, but is not limited to, verifying past employment and/or education history, credit history review, driving abstract review and/or criminal background investigation.

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## **DATA MANAGEMENT AND FISCAL INTEGRITY COORDINATOR (DSS)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work is performed under the general direction of the Commissioner or his/her designee, with wide leeway exercised in overseeing the coordination, analysis and conveyance of program and fiscal data for DSS budget and operations. The incumbent is responsible for mentoring and training a specialized unit on the techniques and processes of programmatic and fiscal data extraction and analysis used specifically at DSS for analyzing the cost effectiveness of the delivery systems, maintaining data on performance targets, forecasting and operating results, and compliance with applicable Federal, State and local statutes and regulations. Unique to this position is the professional knowledge of program utilization and financial data stored in various State and Local computer systems utilized by DSS. The incumbent will transform extracted data into comprehensive programmatic and fiscal reports and presentations to present to various audiences. The work involves ongoing contact and collaboration with Directors, Management and Budget, providers and departmental staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Analyzes revenue and expenditure data to locate factors affecting trends and develops forecasts, monitoring and comparing actual revenues and expenditures and follows through to determine reasons for variations;
- Instructs employees on the use of Monthly Composite, MUNIS, BICS, Salient Software, cash receipts, and COGNOS data to monitor expenditures and revenues;
- Instructs employees on the comprehensive appropriation process: creation, modification and maintenance of spreadsheets to provide ongoing analysis and budget preparation;
- Instructs employees on the mining of data from the various DSS computerized systems to compile performance analysis reports, interpret data and make recommendations to management;
- Trains and builds employees knowledge in the preparation and presentation of data analysis, forecasting revenue and expenditures as well as data relative to the performance of DSS programs and operations;
- Trains and builds employees knowledge in creation and modification of budgets, identification of trends and/or deviations, and in the comparison of projected expenditures against actual expenditures;
- Monitors and evaluates quarterly performance against targets for face-to-face discussions with program directors;
- Analyzes and interprets Federal and State budgets, laws and regulations on reimbursement to maximize expenditure reimbursement, revenue diversification and enhancements;
- Researches information on rules and regulations as well as experiences from like counties for indicators on reimbursement disparities and to discover ways to deliver and account for services more effectively;
- Compiles programmatic and fiscal data and prepares comprehensive reports and presentations on social services program utilization and expenditures; may review materials to determine trends;
- Communicates with staff, fields complaints, answers inquiries and keeps abreast of program changes;
- Acts as department liaison as requested by Commissioner or his/her designee;
- Supervises staff as necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the federal, state and local laws relating to eligibility for Social Services programs, services and benefits;
- Thorough knowledge of data located within State and County DSS information systems;
- Good knowledge of governmental budgeting principles and practices to effectively conduct analysis on programs affecting expenditures and revenues for Social Service Programs;
- Good knowledge of information systems as they apply to the analysis and evaluation of business operations, management decision-making, accounting, and data application;
- Ability to analyze and organize complex data and prepare financial records, reports and presentations;
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively, both orally and in writing;
- Ability to prepare narrative and tabular reports which are both accurate and informative;
- Ability to present clear and concise programmatic and financial reports;
- Ability to train others and plan and supervise the work of others;
- Ability to prepare and make presentations to a small and/or large group.

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Juris. Class: Competitive

ACCS Adopted: 1/23

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Experience will be rated as follows: 0 - 20 hours worked per week =  $\frac{1}{2}$  time; 21+ hours worked per week = full time.

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