



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea Guzzetta-Zury  
Director of Human Resources

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**TITLE:** **Public Defender Diversity Coordinator** (Provisional\* Appointment)

**SALARY:** \$68,995 - \$95,506 annually

**LOCATION:** Monroe County Public Defender's Office

### **JOB SUMMARY:**

This position, located at the Monroe County Public Defender's Office, is responsible for coordinating efforts to integrate diversity, equity (including but not limited to racial and gender equity), and inclusion principles throughout the Department. Duties include the recruitment and retention of staff positions and assisting in developing training programs in core competencies that promote an inclusive work environment and encourages and supports cultural competency and racial equity. Collaborates with the Monroe County Department of Diversity, Equity and Inclusion (DEI) to develop a Diversity Action Plan that includes measurable goals as a DEI leader. The employee reports directly to, and works under the general supervision of the Public Defender, the First Assistant or other higher-level staff member. Does related work as required.

**PROPOSED QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from with a Master's degree or Juris Doctor degree plus one (1) year paid full-time or its part-time equivalent professional\* experience in developing or implementing diversity, equity and inclusion organizational programs that enhance performance through recruitment, training, and retention efforts; OR,
- (B) Graduation with a Bachelor's degree in Criminal Justice, Organizational Management, or social science field, plus three (3) years paid full-time or its part-time equivalent professional\* experience, as outlined in (A) above; OR,
- (C) Graduation with an Associate's degree in Criminal Justice, Organizational Management or social science field, plus five (5) years paid full-time or its part-time equivalent professional\*\*, as outlined in (A) above; OR,
- (D) An equivalent combination of education and experience defined by the limits of (A) and (B) and (C) above.

\*\*Professional experience, for the purposes of these minimum qualifications, does not include secretarial, receptionist, clerical or similar duties.

### **SPECIAL REQUIREMENT(S):**

Successful completion of a DEI Certification program may be substituted for up to one (1) year of the required experience. A copy of certification must be submitted at time of application. Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:** Applicant must be a resident of Monroe County at the time of appointment.

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

**Send Resume, Cover Letter and Writing Sample to:**

Julie Cianca, Public Defender  
Monroe County Public Defender's Office  
10 N. Fitzhugh St.  
Rochester, NY 14614

**Posting Date:** January 11, 2023

**Posting Deadline:** Until filled.

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.