

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Compliance and Data Analyst I*

Division: Administration

Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY

Duties: Serves as the key liaison to school districts using our ACA Tracking and Reporting service. The role requires meticulous handling of large data sets, including importing and exporting employee census and payroll data, to accurately analyze and evaluate employee eligibility under the Affordable Care Act. You will also assist the ACA, Payroll, and Specialized Services teams with critical monthly, annual, and NYS reporting. Success depends on a high level of Microsoft Excel proficiency and a strong commitment to team collaboration.

Qualifications: *Open Competitive:* Graduation with a Bachelor's Degree from a regionally accredited college or university in Accounting, Math, Statistics, Business Administration or a closely related field; OR, four (4) years of work experience, or its part-time equivalent, in analyzing data which included determining eligibility for Federal and NYS programs.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Compliance and Data Analyst I eligibility list.

Salary: Grade 14: \$58,774-\$64,826

Starting Date: On or about December 15, 2025

Closing Date: Two (2) weeks from date Notice posted

To apply, forward cover letter and resume to:

recruitment@ocmboces.org

Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
www.ocmboces.org

Equal Opportunity Employer

**Visa sponsorship is not provided*

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