



# VACANCY ANNOUNCEMENT

*The Department of Health received various Civil Service Commission decisions approving interim appointments for Unclassified Service positions within the Department of Health. The interim appointments under various grants have been established and may remain funded through December 30, 2027.*

Title <b>PHW Health Data Specialist 2 [Unclassified]</b>			Salary <b>P25 \$69,579.06 - \$98,899.62</b>
Posting Number <b>A589-23</b>	Position Number <b>943965</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/06/2023</b> To: <b>10/06/2023</b>
Location: <b>Office of Local Public Health 55 North Willow Street, Trenton, NJ 08625-0360</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of an Office of Local Public Health (OLPH) supervisory official, the Health Data Specialist 2 will assist in the development of new methods to organize and collect local health operations data, as well as the criteria to measure and analyze the Local Health Report (LHR) data of the local health departments (LHDs) as required by N.J.A.C. 8:52 (Public Health Practice Standards of Performance for Local Boards of Health in NJ) and N.J.A.C. 8:7 (Licensure of Persons for Public Health Professionals). Facilitates the compiling, interpreting, and analyzing of LHR data by using SAS or SPSS software, links diverse datasets with appropriate linkage/statistical methodologies and manipulation techniques to clean, validate, and transform data. Assists in coordinating, implementing, and upgrading existing data systems such as COVID-19 and other infectious disease surveillance data and dashboard monitoring in compliance with policies, activities and public health workforce standards and mandates required by the Office of Local Public Health. Maintains and monitors the new OLPH Platform and applications. Participates in the design, implementation, and analysis of surveys and research studies. Prepares clear, accurate, and informative, statistical and other reports containing findings, analyses, conclusions, and recommendations. Assists in the development of new approaches to display data utilizing visualization tools (e.g., PivotTable, Tableau, MicroSoft BI, etc.) Provides instructions, technical assistance, and training to program staff. Works closely with internal DOH staff in other divisions/programs, and external partners to ensure collaboration, communication, and coordination with local health departments and other public health entities.</p> <p><b>NOTE:</b> Preference will be given to candidates with familiarity in public health concepts and experience in SAS and/or SPSS.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twelve (12) semester hour credits in Epidemiology, Public Health, Health Informatics, Health Information Management, Economics, Statistics, Quantitative Analysis, Operations Research, and/or Market Research.</p> <p><b>EXPERIENCE:</b> Three (3) years of comprehensive technical research and statistical analysis experience in epidemiology, public health, economics, public health administration, or related field which involves the use, operation, and/or management of database systems.</p> <p><b>NOTE:</b> Applicants who do not possess the Bachelor's degree but who do possess the required twelve (12) semester hour credits may substitute the remaining education with experience as indicated above on a year-for-year basis.</p> <p><b>NOTE:</b> A Master's degree in one of the disciplines indicated above may be substituted for one (1) year of the required experience.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PSTPHILEP@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Denay Pressley, Executive Assistant 4 Public Health Infrastructure Lab. Emerg. Prepare</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.
- **SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.