



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Analyst Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$46,431.86 - \$48,531.07</b>
Posting Number <b>408-23</b>	Position Number <b>055030</b>	Number of Positions <b>1</b>	Posting Period * From: <b>05/18/2023</b> To: <b>06/01/2023</b>
Location: <b>Office of Commissioner 55 North Willow Street, Trenton, NJ 08618 Office of Opioid Response and Policy</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the direction of the Director and Program Manager of the Office of Opioid Response and Policy (ORP), the Analyst Trainee receives training in the principals of planning, operating, implementing, monitoring and/or evaluating public health programs. The trainee will be required to shadow program staff to better understand activity oversight, program development and the stakeholders in the public health preparedness programs. With Supervisor approval, will attend relevant workshops, conferences, meetings, trainings, seminars and other professional development offerings as appropriate. Will learn and be primarily responsible for conducting fiscal activities as well as fulfilling all aspects of grant award management. Upon successful completion of training will serve as a Grant Management Officer (GMO) and provide fiscal oversight to assigned subawardees, ensuring fiscal compliance with local, state, and federal requirements. Will learn to review, approve, and process reports of grant expenditures for accuracy, completeness, and conformity with grant requirements; provide recommendations for grants application and expenditure reports approval to supervisory staff; and prepare applicable payment vouchers. Will learn to use System for Administering Grants Electronically (SAGE) and the New Jersey Comprehensive Fiscal System (NJCFS) to analyze data and compile and prepare reports for tracking grantee's expenditures and unobligated funds. Will progress to providing sub-awardees oversight for SAGE, participate in in-service training programs related to the position; provide on-going SAGE technical support to both internal and external customers; and serve as Subject Matter Expert for SAGE providing navigational guidance for internal and external partners. Under the direction of a supervisor will work with other programmatic staff to conduct onsite evaluations or audits to ensure subawardees comply with contract terms. Will collaborate with staff, sub-grantees, and stakeholders to ensure transparency across programs and project as well as to facilitate information sharing. Under supervision, assists with preparing federal grant applications, award draw down, tracking and activity code assignments, redirect requests, carryover requests, supplemental requests, and closeouts. Supports and participates in ORP and overall Departmental programs and initiatives as well as providing support to the other units and offices within the Department of Health, as needed.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**LICENSE:** Appointee 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.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTOC@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

- 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.