



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

*State of New Jersey*

***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 \$48,056.98 - \$50,229.66</b>
Posting Number <b>469-24</b>	Position Number <b>958557</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 07/08/2024 To: 07/22/2024</b>
Location: <b>Public Health Environmental Laboratory - 3 Schwarzkopf Dr, Ewing, NJ</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
<b>GENERAL DESCRIPTION</b>			
<p>The Department of Health and the Public Health Environmental Laboratory is looking for engaged and talented candidate for the position of Analyst Trainee.</p> <p>As an entry level position, the following responsibilities in Finance, Accounting and Budgeting will challenge you and prepare you for an upward path to a fulfilling career. The chosen candidate will be responsible for: Preparation of accrual based monthly financial statements; Budgeting, tracking and forecasting of program expenditures; Purchasing; Accounting, reporting and processing functions for federal and/or state funded programs and departmental activities; Processing and analyzing payment transactions; accounting guidance and federal and state laws, regulations, policies and procedures.</p> <p>Preference will be given to applicants who meet the following: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses.</p> <p>One (1) year of experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.</p> <p><b>ADVANCEMENT</b></p> <p>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: Administrative Analyst 1, Fiscal Management. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>NOTE:</b> Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Four (4) years of professional experience relevant to the position.</p> <p><b>NOTE:</b> Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.</p> <p><b>OR</b></p>			



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Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**LICENSE:**

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.

### IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:  
***PSTLABS@doh.nj.gov***
- Mail the required documents to:  
**Chova Joyner, Executive Assistant 3  
Public Health and Environmental Laboratories  
Reference Posting #469-24  
New Jersey Department of Health  
PO Box 361  
Trenton, NJ 08625-0361**

**Required documents:**

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

*\* Responses received after the closing date MAY be considered if the position is not filled.*



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(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.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**