



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 Health Science Specialist [Unclassified]			Salary S98
Posting Number 440-24	Position Number 934674	Number of Positions 1	Posting Period * From: 06/24/2024 To: 07/08/2024
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Local Public Health - 5th Floor 55 N. Willow St. Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of the executive director or higher-level supervisor, the Childhood Lead Program Coordinator will provide and set the course for effective program supervision for the Childhood Lead Program (CLP) in the Division of Local Public Health (DLPH). The coordinator will conduct program and administrative oversight for the Childhood Lead Program programs supported by federal and state fiscal budget(s) to develop effective program progress and evaluation reports for communicating and describing how the program was monitored and the impact it had.

Monitors activity goals and milestones to ensure timely submission of work plans, budgets and reporting on implementation of grant activities to NJDOH leadership and the CDC. Creates evaluation tools and reviews objectives and milestones and provides fiscal oversight with grant disposition status. Performs supervisory, as well as advanced, analytical work in the administration of other assigned programs and projects. Recommends clear and effective strategies for addressing issues and problems related to the Childhood Lead programs, grants, and functions. Supervision of professional staff supporting the assigned programs, grants, and initiatives of this program.

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: A Doctorate from an accredited college or university in a discipline appropriate to the position.

EXPERIENCE: Four (4) years of experience in an area appropriate to the position.

NOTE: A Master's degree in a discipline appropriate to the position plus an additional two (2) years of experience as specified above may be substituted for the Doctorate.

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



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

- Forward the required documents electronically to:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
**Crystal Randall, Executive Assistant 3
Public Health Infrastructure Lab. Emerg. Prepare
Reference Posting #440-24
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

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 , 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.