



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

**The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.**

Title <b>Administrative Analyst 1 [Unclassified]</b>			Salary <b>P19 \$54,906.96 - \$77,527.65</b>
Posting Number <b>E470-24</b>	Position Number <b>961863</b>	Number of Positions <b>1</b>	Posting Period * From: <b>07/08/2024</b> To: <b>07/22/2024</b>
Location: <b>Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Local Public Health - 5th Floor 55 N. Willow St. Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the limited supervision of a supervisory official, this position will serve as a Program Management Officer (PMO) within the Office of Local Public Health (OLPH). The PMO will handle all programmatic aspects of a non-competitive health services grant program administered by OLPH associated with COVID-19 and assisting vulnerable populations. Specific duties will include, grant application review, all aspects of SAGE grant administration, development of the Attachment C grant deliverables, review of work plans and quarterly progress reports, analysis of budget revisions in coordination with designated GMO, and a host of other programmatic duties within the unit. Position will provide technical assistance and on-going customer service support to all grantees as well as internal stakeholders. PMO will also conduct field visits to review grantee performance ensuring adherence to contract and/or grant policies and procedures and federal and state regulations.</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>Five (5) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency. OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.</p> <p><b>NOTE:</b> "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.</p> <p><b>LICENSE:</b></p> <p>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 essential duties of the position.</p>			



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## IMPORTANT FILING INSTRUCTIONS

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 #E470-24  
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](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.**