



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 Administrative Analyst 4 [Unclassified]			Salary R29 \$83,619.58 - \$119,250.94
Posting Number SG671-23	Position Number 961912	Number of Positions 1	Posting Period * From: 09/12/2023 To: 09/26/2023
Location: Office of the Commissioner Office of Minority and Multicultural Health 55 North Willow Street, 5th Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the general supervision of the Program Manager Health and Human Services in the Office of Minority and Multicultural Health, the Administrative Analyst 4 will conduct surveys, interviews and studies to evaluate, improve, and maintain program effectiveness for health equity.</p> <p>This position will monitor quality assurance requirements for professional health equity standards. This includes, but is not limited to, the maintenance of the plan, committee activities, and utilization monitoring mechanisms.</p> <p>Furthermore, the Administrative Analyst 4 will implement and maintain health equity plans, policies, and procedures regarding a program of quality assurance.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Four (4) years of 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 the recommendation, planning, and/or implementation of improvements in a business or government agency.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.</p> <p>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 essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PSTOC@doh.nj.gov Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Office of Commissioner Reference Posting #SG671-23 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *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 , or call CSC at (833) 691-0404.