



# VACANCY ANNOUNCEMENT

***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>Public Health Representative 1 [Unclassified]</b>			Salary <b>R24 \$66,479.39-\$94,376.42</b>
Posting Number <b>V666-23</b>	Position Number <b>961061</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/12/2023</b> To: <b>09/26/2023</b>
Location: <b>Division of Epidemiology, Environmental &amp; Occupational Health Vaccine Preventable Disease Program-Vaccine Pandemic Response 135 East State Street, 1st Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of a supervisory official within the Communicable Disease Service; this position will be responsible for providing management and oversight over the NJ Vaccines for Children Program (VFC). Responsible for the planning, coordination, monitoring, and delivery of vaccines for COVID-19 vaccination activities. Works directly with providers to ensure primary immunization capacity remains available to reduce the incidence of vaccine preventable diseases. Conducts investigations of improper vaccine accountability or vaccine storage. Compiles data and prepares reports with appropriate finding, conclusions and recommendations, as required. Monitors COVID-19 related vaccine spending, vaccine distribution, and inventory management. Develops standard operating procedures and job aids. Performs monthly or bi-monthly COVID-19 related education training sessions for healthcare providers or the public. Supervises office personnel in the collection, tabulation, and analysis of data related to COVID-19 and provides reports to Departmental leadership and to the Centers for Disease Control (CDC). Develops and maintains partnerships with state, local, and other key stakeholders to discuss and resolves issues regarding the planning and development of COVID-19 vaccination activities.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in a health or social service related program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services</p> <p><b>NOTE:</b> 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><b>LICENSE:</b> 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 essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"><li>• Forward the required documents electronically to: <b>PSTEEOH@doh.nj.gov</b></li><li>• Mail the required documents to: <b>David Sellinger, Regulatory Officer 2 Epid., Environmental and Occupational Health Reference Posting #V666-23 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li></ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li></ul> <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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*