



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$46,431.86 - \$48,531.07
Posting Number 26-23	Position Number 916827	Number of Positions continuous recruitment	Posting Period * From: 07/17/2023 To: 12/31/2023
Location: Audit Program, 6th floor 55 North Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The Analyst Trainee will learn to utilize the NJ System for Administering Grants Electronically (SAGE) and NJ Grantee Single Audit Tracking System (GSA) to perform Desk Audits on grant sub-recipient annual audit reports in accordance with Federal Uniform Guidance and Circular NJ OMB 15-08.

Under the direction of a supervisor, the Analyst Trainee will learn to conduct Field Audits of Special/Confidential, Petty Cash and Off-Line Funds at State Psychiatric Hospitals for the Department in accordance with Circular Letters 18-08-OMB, 18-07-OMB and 10-19-OMB.

The Analyst Trainee will perform a review of the grantees identified as "High Risk" in accordance with Circulars FMC 22-02 and FMC 22-03.

The Analyst Trainee will learn to provide supervision, training, and assistance to Office of Auditing staff, technical audit advice to grant recipients and Department staff. The Analyst Trainee will learn to conduct financial, operational/internal audits or program evaluations at the request of Management. The position may be a liaison to outside auditors such as for the NJ Single Audit, may be involved in the Annual Internal Control Assessment and will learn to assist Management with other major goals of the Office of Auditing.

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.

ADVANCEMENT: 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: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.

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: Graduation from an accredited college or university with a Bachelor's degree.

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

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

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #26-23
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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- 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.