



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

Title PUBLIC HEALTH REPRESENTATIVE 2 [Unclassified]			Salary P21 \$62,164.36 - \$88,009.21
Posting Number 563-24	Position Number 950455 & 953176	Number of Positions 2	Posting Period * From: 08/20/2024 To: 09/03/2024
Location: Office of Local Public Health, 5th Floor 55 North Willow Street, Trenton, NJ 08625-0360			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Public Health Representative (PHR) 1 or other supervisory official, the Public Health Representative (PHR) 2 executes administrative and field activities for the local public health operations in the Licensing and Compliance Unit. Performs administrative and field work by conducting on-site comprehensive audits at local health departments (LHDs) to ensure regulatory compliance with N.J.A.C. 8:52 (Public Health Practice Standards of Performance for Local Boards of Health in NJ), N.J.A.C. 8:7 (Licensure of Persons for Public Health Professionals), COVID-19 and other infectious disease related activities, policies & procedures, and the delivery of essential public health services. Executes follow-up compliance activities as needed. Investigates instances of non-compliance, improper or incomplete reporting techniques. Identifies educational needs of LHD personnel, in order to provide support with meeting requirements set forth by NJDOH regulations, standards, and essential public health services. Prepares clear, sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations. Conducts public health surveys and follow-up activities and compiles data obtained. Maintains essential files and records. Provides advice, technical assistance, and maintains effective working relationships with LHDs and local public health officials. Works closely with OLPH supervisors and subject matter experts in the Public Health Services & Integrated Health Services Branches, and external partners to ensure collaboration, communication, and coordination with local health departments.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>NOTE: 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>Six (6) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p>			



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NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE:

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 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:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
Crystal Randall, Executive Assistant 3
Public Health and Environmental Laboratories
Reference Posting #563-24
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.