



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title Government Representative 1 Deputy Chief of Staff [Unclassified]			Salary X98 \$135,000.00 - \$144,000.00
Posting Number 231-24	Position Number 037329	Number of Positions 1	Posting Period * From: 4/1/2024 To: 4/15/2024
Location: 55 North Willow Street, Trenton, NJ 08619		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>The Deputy Chief of Staff plays a critical role in supporting the Chief of Staff in the management and coordination of the agency's operations and initiatives. This position requires strong leadership, strategic, critical, and creative thinking, and excellent communication skills to facilitate efficient decision-making and implementation of policies. Under the direction of the Commissioner, the COS and Deputy COS act as conductors of a beautifully complex orchestra filled with diverse musicians playing a multitude of instruments with unique sounds and timing -- All of which must be coordinated to create a harmonious performance. Our harmonious performance at the Department of Health is getting and keeping people healthy.</p> <p>To succeed in this role, the candidate must possess a demonstrated record of this level of coordination and orchestration. The ideal candidate is meticulous, an effective planner, and a strong executor that can assemble strong teams, provide clear direction, and drive groups of people towards strong results. The candidate must be able to develop and refine processes to ensure operational efficiency. The ideal candidate works to ensure that balls don't drop, and nothing falls between the cracks. They must have the ability to build the relationships necessary to ensure everyone follows the organization's operational procedures and processes. If balls drop, they are upfront and honest, and always looking for ways to refine processes to ensure it doesn't happen again. The ideal candidate also must possess impeccable discretion and professional judgement.</p> <p>Key duties of the position include leading the Department's health planning (Healthy NJ), PHAB Reaccreditation, strategic plan implementation and monitoring efforts, overseeing the Public Health Infrastructure Grant program, and spearheading key issues and initiatives that require a high level of cross-Department collaboration, and coordination with sister agencies and community partners. The candidate will be responsible for supervision of 3-5 team members who will support these efforts.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from and accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.</p>			
IMPORTANT FILING INSTRUCTIONS			



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

- Forward the required documents electronically to:
PSTHR@doh.nj.gov
- Mail the required documents to:
**Ann Marie Kopczynski, Director, Human Resources
Office of Commissioner
Reference Posting #231-24
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.