



# 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 <b>Deputy Executive Director [Unclassified]</b>			Salary <b>M98 - \$140,000.00</b>
Posting Number <b>454-24</b>	Position Number <b>924966</b>	Number of Positions <b>1</b>	Posting Period * From: <b>07/02/2024</b> To: <b>07/16/2024</b>
Location: <b>New Jersey Department of Health 55 N Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

### GENERAL DESCRIPTION

The Deputy Executive Director will report to the Executive Director Health Care Quality and Informatics and direct planning and research activities of the Health Care Quality Assessment and Center for Health Statistics Units. This position will be responsible for initiating and directing new and innovative research projects that are based on research findings. The Deputy Director will manage the administration of the services scope under the Executive Director, Health Care Quality and Informatics (HCQA, HCQI, CHSI, Central Data Hub, Health Services Research and OVSR) including Budget preparation, development and reporting, Human Resources planning, recruitment and response including employee relations matters, Space Allocation and HOTELING efforts, Procurement matters, emphasizing specialized IT equipment as applicable for research projects. This includes liaising with Office of Administrative Services, Office of Budget, Central Human Resources and HIT staff for support services related to all administrative needs.

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.

**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.

#### EXPERIENCE:

Six (6) years of managerial experience in public administration.

#### 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 essential duties of the position.

### 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:  
***PSTOC@doh.nj.gov***
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #454-24  
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](mailto: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.**