



# VACANCY ANNOUNCEMENT

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

Title <b>Executive Director [Unclassified]</b>			Salary <b>&amp;98 TBD</b>
Posting Number <b>681-23</b>	Position Number <b>953126</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/14/2023</b> To: <b>09/28/2023</b>
Location: <b>Office of Health Care Financing 55 North Willow Street, 5<sup>th</sup> Floor Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the leadership and direction of the Deputy Commissioner, Health Systems, the employee serves as the Executive Director (ED) over the Office of Health Care Financing (OHCF), which includes five (5) units: the Hospital Financial Reports Unit, The Hospital Subsidies Unit, the Health Care Facility Assessments Unit, the Hospital Care Payment Assistance Program (Charity Care) Unit, and the Quality Improvement Program-New Jersey (QIP-NJ) Unit. The ED is responsible for all aspects of personnel management of Unit staff, including all hiring, performance evaluation, and supervision.

The ED ensures that all assignments and deliverables within the five (5) OHCF units are appropriately tracked and completed so that deadlines are met. The ED effectively supervises and manages a team of multidisciplinary staff who are responsible for the oversight of OHCF's various assignment areas and responsibilities in compliance with applicable State and federal requirements, which include hospital subsidies and payments, health care facility assessments, health care facility financial and operational reporting, and QIP-NJ policy requirements.

The ED assists with budget preparation and provides assessments on proposed legislation that may impact OHCF policy areas. The ED leads and coordinates the implementation of any new statutes or regulations concerning issues relevant to the OHCF. The ED provides regular updates to Department leadership, communicates with representatives from the Governor's Office and other State departments, and serves as a liaison to external stakeholders - including trade associations, providers, members of the public, and more.

The ED attends meetings and provides guidance/input relating to various policies and procedures affecting health care financing and other interrelated areas of the Department. The ED performs other duties and special projects as required and/or requested by the Deputy Commissioner, Health Systems.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**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.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

**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 #681-23  
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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.