



# VACANCY ANNOUNCEMENT

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

Title <b>Program Specialist 4 [Classified Competitive]</b>		Salary <b>\$29 \$77,251.57 - \$110,169.34</b>	
Posting Number <b>11-19</b>	Position Number <b>953193</b>	Number of Positions <b>1</b>	Posting Period * From: <b>1/10/2019</b> To: <b>1/24/2019</b>
Location: <b>Health &amp; Agriculture Building 369 South Warren St. Trenton, NJ</b>		Scope of Eligibility/Open to: <b>All Departments/State Employees</b>	

## GENERAL DESCRIPTION

Under the direction of the Office of Local Public Health (OLPH) Director , manages and directs the OLPH Licensing and Compliance Unit (L&C Unit), which provides oversight, guidance and enforcement for local health operations specified in N.J.A.C 8:52 (Public Health Practice Standards for Local Health Departments) and N.J.A.C. 8:7 (Licensure for Public Health Professionals). Sets policy and practice for all programmatic areas within the L&C Unit, in areas such as local public health infrastructure, public health licensing, continuing education for public health professionals, local health department capacity audits, local health department complaints and investigations, confidential investigations of health officers, confidential investigations of registered environmental specialists, local health quality improvement, strategic planning and enforcement of core public health services. the L&C Unit includes the Public Health Licensing Program, the Local Health Audit Program and the Local Health Compliance Program. Provides daily oversight, direction and supervision to twelve (12) professional staff, including three (3) direct reports. Oversees implementation of programmatic resources including grants, budgets, accounts and expenditures. Identifies areas for growth and provides leadership to promote strategic planning, quality improvement, data transparency and sustainability. Directs, coordinates and/or delegates the administration of programs that oversee public health licensing, local health audits, and local health compliance and promote the mission of the Division of Public Health Infrastructure, Laboratories and Emergency Preparedness (PHILEP) to save lives and protect public health. Ensures programs comply with statutory deadlines, generate standard measures and outcomes, and promote data to drive quality improvement and strategic planning in local public health. Works with other leaders from PHILEP, the Public Health Services Branch and Integrated Health Services Branch to ensure collaboration, cooperation, communication and coordination with local health departments. Directs the collection, analyses and reporting of data used to evaluate public health services, licensed public health workforce and workforce competencies. Works with the Local Health Operations Unit to implement a new initiative to develop and disseminate a local public health report. Works with other managers in PHILEP to evaluate, update and integrate data applications to ensure efficient, transparent and strategic collection, analyses and reporting of local public health data.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

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

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

**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:  
**Rosalind Finney, Executive Assistant 2  
Health Infrastructure Preparedness/Emerg. Response**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

**Reference Posting #11-19**  
**New Jersey Department of Health**  
**PO Box 360**  
**Trenton, NJ 08625-0360**

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- *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.***

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