



# VACANCY ANNOUNCEMENT

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

Title <b>Analyst Trainee [Classified Non-Competitive]</b>		Salary <b>P95 \$41,230.15</b>	
Posting Number <b>21-18</b>	Position Number <b>655560</b>	Number of Positions <b>1</b>	Posting Period * From: <b>1/18/18</b> To: <b>2/1/18</b>
Location: <b>Family Health Services Special Child Health and Early Intervention Services Early Identification and Monitoring 50 East State Street, 6<sup>th</sup> floor, PO Box 364, Trenton NJ 08625-0364</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	

### GENERAL DESCRIPTION

Under the general supervision of a Research Scientist 1 or other Early Identification and Monitoring Program Manager, the Analyst Trainee position will:

1. Review and provide ICD10 coding to Birth Defects and Autism System registrations.
2. Review and evaluate submitted registrations to ensure compliance with State mandate.
3. Learn to utilize an electronic reporting system.
4. Learns to collect and compile data and other information required to complete analytic studies.
5. Learns to prepare charts, graphs and other educational materials regarding birth defects and registering to the Birth Defects Registry.
6. Learns to prepare for quality assurance audits conducted by the Birth Defects Registry.
7. Assists in scheduling, reviewing, and other quality assurance audit activities.
8. Assists in preparation of reports.
9. Maintains confidential records and files.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**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:

***PSTFHS@doh.nj.gov***

- Mail the required documents to:

**Andrea Mahon, Executive Assistant 2**

**Family Health Services**

**Reference Posting #21-18**

**New Jersey Department of Health**

**PO Box 364**

**Trenton, NJ 08625-0364**

#### **Required documents:**

- cover letter
- resume
- State of NJ Employment Application ([nj.gov/health/forms/dpf-663.dot](http://nj.gov/health/forms/dpf-663.dot)).

\* 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.
- 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.