



# VACANCY ANNOUNCEMENT

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

Title <b>Program Specialist, HFE&amp;L [Classified Competitive]</b>			Salary <b>P26 \$67,290.04 - \$95,729.23</b>
Posting Number <b>67-19</b>	Position Number <b>957620</b>	Number of Positions <b>1</b>	Posting Period * From: <b>3/07/2019</b> To: <b>3/21/2019</b>
Location: <b>Division of Certificate of Need &amp; Licensing 25 So. Stockton Street Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under general direction, independently reviews assigned licensing and expedited Certificate of Need applications in accordance with the expedited review process and drafts decision letters with rationale. Other major responsibilities include assisting in the initiation, research, review and/or revision of Certificate of Need and Healthcare Facility Licensure (CN&HCFL) rule-making activities. This activity includes review of all pertinent NJ statutes; review of similar activities in other states; review of planning and clinical literature on the subject matter; evaluation of resource allocation/need methodologies and criteria for regulatory development/revision; and drafting of appropriate regulations reflecting consensus of all the research and input of any advisory groups. Assists in the preparation of proposed rules for presentation before the Health Care Administration Board.

## 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 Bachelor's degree but have graduated from an accredited school of nursing and possess a license as a Registered Professional Nurse (RN) may substitute two (2) additional years of experience as indicated below for the Bachelor's degree.

### EXPERIENCE:

Three (3) years of experience in a government or private agency in the design, implementation, and enforcement of policy and/or procedures regarding the administration, evaluation, licensing, or regulation of health care facilities, health programs, or managed health care organizations.

**NOTE:** A Master's degree in a health care profession, public health, public administration, business administration, management, health administration, health planning, health economics, health care administration, or other related field may be substituted for one (1) year of indicated 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:  
***PSTHFEL@doh.nj.gov***
- Mail the required documents to:  
**Christine Pogorzelski, Administrative Assistant 2  
Health Facilities Evaluation and Licensing  
Reference Posting #67-19  
New Jersey Department of Health  
PO Box 367  
Trenton, NJ 08625-0367**

### 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.***