



VACANCY ANNOUNCEMENT

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

Title Program Manager, Health [Classified Competitive]			Salary &32 \$75,160.59 - \$108,992.31
Posting Number 72-18	Position Number 946540	Number of Positions 1	Posting Period * From: 3/13/18 To: 3/27/18
Location: Health & Agriculture Building 369 South Warren St, Trenton, NJ 08625			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the direction of the Office of Local Public Health (OLPH) Director, manages and directs the OLPH Local Health Operations Unit (LHO 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). Serves as backup to the OLPH Director, providing oversight, direction and supervision to all staff in the OLPH when the Director is absent. Assists the OLPH Director in developing, updating, implementing and evaluating standard operating procedures, staff trainings, team meetings and resource planning for all office operations. Sets policy and practice for all programmatic areas within the LHO Unit, in areas such as local public health infrastructure and workforce development, the local health report, public health accreditation, local health quality improvement, strategic planning and enforcement of core public health services. Programs in the LHO Unit include the Medical Reserve Corps Program, the Local Health Report Program and the Local Health Services Program. Provides daily oversight, direction and supervision to eleven (11) professional staff, including five (5) 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 local health activities 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 and workforce competencies. Leads the implementation of 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: Five (5) years of experience in any of the following areas: program management and administration, program research and development, resource planning, and budgeting and staffing, two (2) years which shall have been in a supervisory capacity.
NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hours being equal to one (1) year of experience.
NOTE: A Master's degree in Public Health, Public Administration, Business Administration, or a related health area may be substituted for one (1) year of nonsupervisory 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
Reference Posting #72-18
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dfp-663.dot).

** 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.***

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