



VACANCY ANNOUNCEMENT

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

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| Title Executive Assistant 2 [Classified Competitive] | | | Salary V29 \$77,251.57- \$110,169.34 |
| Posting Number 73-19 | Position Number 101453 | Number of Positions 1 | Posting Period * From: 3/12/2019 To: 3/26/2019 |
| Location: Health and Agriculture Building 369 South Warren Street, 4th floor Trenton NJ 08625 | | | Scope of Eligibility/Open to: All Departments/State Employees |

GENERAL DESCRIPTION

This position reports to the Assistant Commissioner, Division of Medical Marijuana and is responsible for the following activities:

Planning, organizing, and directing the Division of Medicinal Marijuana. Acting for the Assistant Commissioner, coordinates the various functions within the division or agency. Acts as personal representative of the Assistant Commissioner at meetings and conferences.

Financial: Confers with Assistant Commissioner, Program Director and centralized budget office regarding the development, projection, expenditures of state allocation and revenue related to the Medical Marijuana Services. This includes creating and monitoring a spending plan; identifying funding surplus/shortages and planning methods of address; reviewing revenue protocols for quality control; researching and organizing budget information for budget year proposals and conclusions;

Procurement: Coordinates procurement efforts for the Division of Medicinal Marijuana, including drafting and reviewing RFP terms and conditions; managing the procurement process and deadlines; and troubleshooting vendor or product issues.

Human Resources: Assists in the interpretation and administration of US/NJ Employment Law, regulations, Department Policies and Procedures. Reviews and assists in employee management efforts on behalf of Division of Medicinal Marijuana including but not limited to preparing requests for disciplinary action, defending grievances, managing the on-boarding process for new employees within the Division, and proposing/implementing Division reorganizations.

Ensures Division managerial/supervisory staff are in compliance with required employee performance and behavioral requirements such as PAR development/evaluation, Ethics, Discrimination Training, etc. This includes developing (in concert with supervisors) performance benchmarks and administrative procedures as necessary to facilitate the successful development of employee skill sets.

Policy and Rulemaking : Conducts research on federal and state laws, practices, protocols, related to medicinal marijuana in order to facilitate the development, implementation and evaluation of state-wide policies, rules and regulations. This includes conferring with assigned Attorney(s), Program Director, and Investigations staff.

Conducts special studies on assigned areas of medical and/or recreational use of marijuana and generates narrative and statistical reports to justify findings. This includes providing recommendation on direction of public services.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

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

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTOC@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #73-19
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.*

- *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.***