



VACANCY ANNOUNCEMENT

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

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$42,895.85
Posting Number 81-19	Position Number 101461	Number of Positions 1	Posting Period * From: 3/15/2019 To: 3/29/2019
Location: Medicinal Marijuana Services 369 S. Warren Street, 4th floor Trenton, NJ		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Under the close supervision of an Assistant Commissioner of the Medical Marijuana Services: Receives on the job training regarding the development and implementation of analytic practices/procedures used to identify program integrations between investigatory, regulatory, budgetary and customer services to enhance the product information cycle from data collection, through processing, analysis, decision-making to distribution and storage within the Medical Marijuana Services. Learn methods used to enhance internal organization and communication (formal/informal, written/verbal) between and within operational units. Draft reports summarizing the analytic approaches used to investigate or research functional work operations and provide recommendations for efficiencies including the use/introduction of IT or other equipment in concert with soft and hard dollar cost analysis. Use Excel, Visio, Powerpoint or other updated software to prepare visual materials for meetings, presentations or product development purposes. Learn to research and interpret the various laws, rules, policies and practices, establishing authority and scope of operations and conduct operational audits, workflow or other assessments to ensure compliance.</p> <p>Appointees who complete the twelve (12) month training period successfully will be eligible for advancement to the journeyman level title</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTOC@doh.nj.gov</i> • Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Office of Commissioner Reference Posting #81-19 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p style="text-align: right;">Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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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.***