



VACANCY ANNOUNCEMENT

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

Title Administrative Analyst 3 - Information Systems [Classified Competitive]			Salary P26 \$67,290.04 - 95,729.23
Posting Number 82-19	Position Number 045605	Number of Positions 1	Posting Period * From: 3/15/2019 To: 3/29/2019
Location: 369 South Warren Street Trenton NJ 08625		Scope of Eligibility/Open to: All Departments/State Employees	

GENERAL DESCRIPTION

Analyze processes, regulations, operational procedures, work-flows, business requirements and determine optimal solutions/Implement new applications using various technologies(C#, ASP.NET, Java Script, HTML 5, CSS, AJAX, SQL Server, BizTalk Server, Crystal Reports, Business Objects etc) to satisfy business needs.

Provide analysis/Support and be heavily involved in fiscal and budget aspects of Healthcare programs. Provide statistical reports (budgets, cost benefit analysis, Revenues, Forecasting, Cost Reporting, DSH, County Billing, Medicare, Rate setting and other functions)

Maintaining existing applications. Investigates system issues/bugs and initiates corrective measures. Provide user support.

Serve as system administrator (File Servers, Web serves, BizTalk Server) and maintain system security rules and polices. Provides system support to users

Research regulations for healthcare related programs and takes lead in gathering of user requirements, Identify problem areas and work backlogs.

Documentation (SDLC) artifacts for DOH Cost Recovery Unit. Artifacts should include business requirements documents (BRDs), use cases, process diagrams, functional specifications, business rules, requirements traceability, defect logs, test cases, flowcharts, polices and guidelines.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

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

EXPERIENCE: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration , or Database Management from an accredited college or university may be substituted for one (1) year of the 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:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dfp-663.pdf>

Reference Posting #82-19
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

** 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.***

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