



VACANCY ANNOUNCEMENT

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

Title Analyst Trainee [Classified Non-Competitive]			Salary \$41,230.15-\$43,094.21
Posting Number 134-18	Position Number 949613	Number of Positions 1	Posting Period * From: 5/14/18 To: 5/29/18
Location: Grants and Audit Program, Financial Services, 7th Floor, Trenton, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Learn to conduct reviews of applications and award documents to assure the award packets are complete and are compliant with Federal Cost Principles, Treasury Circulars, and Department policy. Learn to interpret laws, rules, regulations, circulars, policies and procedures and apply them to grant awards and grant system. Learn to review, interpret and evaluate data, grants, regulations related to Department grants. Learn to analyze the financial and business aspects of grants issued by the Department and to apply them to grant studies. Learn to provide technical assistance and financial guidance to the grantee and division staff on fiscal and administrative issues. Learn to compile data and prepare clear, sound, accurate and informative reports on grantee performance that contain findings, conclusions, and recommendations on activities during the fiscal year. Learn to monitor grant budget and fiscal performance reports to assure grantees are in compliance with the grant Terms and Conditions of the award. This includes examining and evaluating performance reports to determine their acceptability perform analysis of events/transactions. Receives training in analytical practices and procedures related to financial monitoring and reporting on grants. Prepares clear, sound, accurate, and informative reports containing findings, conclusions and recommendations on grants. Attend training on Business Objects, NJCFS (State accounting system), and the System for Administering Grants Electronically (SAGE).

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

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:
**Jill Velez, Executive Assistant 3
Management and Administration
Reference Posting #134-18
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.*

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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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