



VACANCY ANNOUNCEMENT

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

Title Health Data Specialist 3 [Classified Competitive]			Salary P22 \$56,088.32 - \$79,479.34
Posting Number 136-19	Position Number 957698	Number of Positions 1	Posting Period * From: 5/14/2019 To: 5/28/2019
Location: Division of Family Health Services Special Child Health and Early Intervention Services Family Centered Care Services 50 East State Street, Trenton, NJ, 08625-0364			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Assist in the development of a medical home data information system for the collection, analysis, evaluation, and dissemination of medical home data for NJ children with special health care needs for clients served through the Case Management program. Demonstrate proficient computer operations and data processing skills using statistical software (SAS, SPSS, ACCESS, Excel), to assist in planning and implementing medical home health data evaluation studies. Develop, conduct, and evaluate health data system studies, research, programmatic statistical reports, and quality improvement projects, and make recommendations, revisions, and improvements to existing systems. Demonstrate knowledge of the methods of presenting statistical information in graphic, tabular, and other forms in preparation of the quarterly and annual reports. Perform data entry, clean, analyze, trend and graph data, and compose summary narrative. Assist in preparation of health data surveys, develop and access information systems utilizing sample techniques, and monitor studies to collect federally mandated and related data. Assist in analysis and preparation of written statistical reports including quarterly programmatic and annual federal Maternal Child Health Block grant summary reporting and needs assessment; develop evaluation data/reports as required by grant criteria; review quarterly statistical summaries submitted by local grantees and develop comparative statistical modeling using NJ and national data sets, track trends; and present findings in clear, concise, written data reports. Collaborate with health providers to evaluate data and ensure comprehensiveness of databases to meet documentation and compliance requirements. Use technology to prepare and deliver public presentations to provide verbal and written findings to State and community staffs; provide advice and technical assistance to faculty, staff, practitioners and health care consumers; maintain medical home data posted to Department website.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from a accredited college or university with a Bachelor's degree including or supplemented by twelve (12) semester hour credits in Economics, Statistics, Quantitative Analysis, Operations Research, and/or Market Research.

EXPERIENCE: Two (2) years of comprehensive technical research and analysis experience in economics, statistical analysis, public health administration, or related field which involves the use, operation, and/or management of database systems.

NOTE: Applicants who do not possess the Bachelor's degree but who do possess the required twelve (12) semester hour credits may substitute the remaining education with experience as indicated above on a year-for-year basis.

NOTE: A Master's degree in one of the disciplines indicated above may be substituted for one (1) year of the required experience.

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:
PSTFHS@doh.nj.gov
- Mail the required documents to:
**Donna Wagner, Administrative Assistant 2
Family Health Services
Reference Posting #136-19
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364**

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.***