



# VACANCY ANNOUNCEMENT

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

Title <b>Analyst Trainee [Classified Non-Competitive]</b>			Salary <b>\$42,054.75 - \$43,956.09</b>
Posting Number <b>145-18</b>	Position Number <b>TBD</b>	Number of Positions <b>1</b>	Posting Period * From: <b>5/18/2018</b> To: <b>6/15/2018</b>
Location: <b>Office of Principal Deputy Commissioner, Public Health Services 369 South Warren Street, 8th Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Learns to compile and analyze public health, hospital, or other related data elements and research for the preparation of reports and other briefing materials.</p> <p>Learns to utilize technology-based research methods to assist in the performance of research on legislative, operational, or other issues that may impact program operations within the Branch. May be asked to prepare clear written correspondence to detail findings, conclusions, and recommendations for improvement/amendment.</p> <p>Learns to review grant applications, research reports, and other program-related documents for accuracy, appropriateness, and compliance with State and Federal requirements.</p> <p>Learns to examine and assess the operational structures and programs of hospitals or other public health programs to make recommendations for use within the Department.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> 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>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PSTOC@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Jill Velez, Executive Assistant 3 Office of Commissioner Reference Posting #145-18 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul>		<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

- *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.**