



VACANCY ANNOUNCEMENT

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

Title Analyst Trainee [Classified Non-Competitive]			Salary \$42,054.75 (P95)
Posting Number 151-18	Position Number 951813	Number of Positions 1	Posting Period * From: 5/18/18 To: 6/1/18
Location: DOH-STD, HIV & TB Services 50 East State Street, 3rd Floor Trenton NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of an Administrative Analyst 4 in DHSTS, Care and Treatment Program, as a trainee and productive worker, receives on the job training in analytic practices/procedures and their application; completes assignments which will provide practical analyst experience; does other related work. Learns technical assistance and continuous monitoring to grantees in the implementation and ongoing utilization of all related fiscal report forms. Will receive training in the use of CAREWare data collection. Will train on the Ryan White Part B Program (RWPBP) and how to utilize CAREWare information used to collect and compile RWPBP data. Will receive training and assist with gathering information for the preparation of the following state and federal data reports: Grant Evaluation Report (GER), Implementation Plan Report, Women, Infants and Childrent and Youth (WICY) report and Ryan White Services Report (RSR). Will assist providers with any issues, questions or concerns related to their reports. Contact providers if there are issues with their reports and help to resolve issues. Ensure providers' contracts mirror their Attachment Cs or LOAs. Will receive training in assisting on/off site technical assistance to provider agencies for all supported software. Will learn to assist in presenting training seminars for individuals who will be using CAREWare. Will assist help desk for users of CAREWare. Will learn to review and evaluate documents for Citrix XenApp access.</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>PSTHIVAIDS@doh.nj.gov</i> Mail the required documents to: Patricia Laird, Administrative Assistant 2 HIV, STD and TB Services Reference Posting #151-18 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363 		<p>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><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.***

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