



# VACANCY ANNOUNCEMENT

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

Title <b>Executive Assistant 2 [Classified Competitive]</b>			Salary <b>P26 \$72,836.90 - \$103,620.41</b>
Posting Number <b>153-23</b>	Position Number <b>095886</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/20/2023</b> To: <b>04/03/2023</b>
Location: <b>Division of Management and Administration Office of Budget &amp; Financial Planning, 6th Floor 55 North Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

The Department of Health is seeking a motivated and detailed-oriented individual who will assist the Director of Budget & Financial Planning in functions of the Unit which include the collection of information, review and preparation of the Department of Health State Budget request, preparation of information for the budget hearings with the Legislature, federal funds management, managing the Department's non-federal funds, working on quarterly spending plans, state salary projections, and account reconciliations.

This position will ensure that project target dates and/or deadlines are met, resolves problems which may arise and refers critical delays to the Director. They will also continually confer with Budget and Federal Funds Supervisors on their budgetary needs and allowances, evaluate Unit requests including overall operations in terms of effective use of resources and special problems of organization and administration, as well as confers with the budget specialist in determining final budget application.

Serves as liaison to other divisions to alleviate management and administrative problems and fulfill organizational needs and requirements by collaborating with data processing specialists in designing and installing data processing management information systems; confers with personnel analysts in matters of classification, recruitment, payroll, and employee problems, and consults with budget experts in matters of budget limitations and policies. Serve as back up for other Division administrative staff.

Furthermore, this position will collect and coordinate information submitted in the state budget request and budget hearings. Assist with coordination of materials and information for annual OMB budget meetings. Assist in the year-end closeout process. Ensure internal control procedures relative to Budget & Financial Planning are met and inform Director of any possible problems; maintain and update shared databases, gather & review information for Director's approval and signature.

The ideal candidate shall have a comprehensive understanding of the state fiscal processes and experience with and knowledge of financial systems including NJCFS, Business Objects and SharePoint is preferred.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of 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:  
**PSTMA@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist**  
**Management and Administration**  
**Reference Posting #153-23**  
**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.*

- *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.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*
- **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*