



# VACANCY ANNOUNCEMENT

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

Title <b>Executive Assistant 3 [Classified Competitive]</b>			Salary <b>Y29 \$83,619.58 - \$119,250.94</b>
Posting Number <b>254-23</b>	Position Number <b>935568</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/27/2023</b> To: <b>04/10/2023</b>
Location: <b>Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Assistant Commissioner 55 Willow St, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under direction of the Assistant Commissioner in the Division of Public Health Infrastructure, Laboratories and Emergency Preparedness (PHILEP), the Executive Assistant will serve as representative of the division and assist in development, execution and control of its plans, programs, operations, and procedures. The Executive Assistant will support the Assistant Commissioner and the division as follows: Confers with and advises the Assistant Commissioner on matters relating to all Division operations, responsible for assisting with managerial oversight and authority across all six (6) offices/units to ensure statutory, contractual, and procedural obligations are met through policy development, management, and operations. Ensures that project target dates and/or deadlines are met; resolves problems which may arise with the Assistant Commissioner, takes the lead to resolve critical delays. Acts as personal representative of the Assistant Commissioner and/or PHILEP managerial staff at meetings and briefs Assistant Commissioner and staff accordingly. Oversees the Division's Strategic Planning Program and ensures the Division's Strategic Plan is in line with the Department's Strategic Plan. Works with the team to create relevant Key Performance Indicators. Serves as the division request and approval officer for personnel actions and the divisions hearing officer, principally in the areas of grievance and disciplinary matters.

**NOTE:** The ideal candidate must demonstrate excellent organizational, written, and verbal communication skills and understand the importance of confidentiality. Applicant must understand the structure of State government and must be proficient in MS Office.

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:** Four (4) 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 experience as indicated above 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:  
**PSTPHILEP@doh.nj.gov**
- Mail the required documents to:  
**Denay Pressley, Executive Assistant 3  
Public Health Infrastructure Lab. & Emerg. Prepare**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *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.*