



# VACANCY ANNOUNCEMENT

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

Title <b>Senior Management Assistant [Classified Competitive]</b>			Salary <b>P21 \$58,031.09 - \$82,157.57</b>
Posting Number <b>260-23</b>	Position Number <b>043197</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/06/2023</b> To: <b>09/20/2023</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Cancer Epidemiology Services 135 East State Street, 1st Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of supervisory official this position serves as principal assistant/liaison on administrative matters for the Service Director, Deputy Director, and Program Manager for Cancer Epidemiology Services. Assists in compiling data in the preparation of all program budgets. Assists in completing MOAs, MOUs, Waiver of Advertising and Professional Services paperwork. Provides information, assistance, advice, and guidance to employees within the unit regarding human resources matters (i.e., ADA requests, health and dental benefits, job classifications, payroll activities). Prepares and reviews position requests for new hires, separations, promotions, transfers, reclassifications, recruitment, and training. Coordinates data collection and preparation, utilizes Excel to prepare spread sheets to project and track personnel positions, current personnel actions, acts as the primary back up for the Executive Assistant 2 of Epidemiology, Environmental and Occupational Health (EEOH) relating to all personnel matters. Utilizes Microsoft Office tools (e.g., Outlook, Teams, Word, Visio) to perform essential duties.</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>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures</p> <p><b>LICENSE:</b> Appointees 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><i>PSTEEOH@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>David Sellinger, Regulatory Officer 2 Epid., Environmental and Occupational Health Reference Posting # New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li> </ul> <p style="text-align: right;"><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 style="text-align: right;"><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.**
  - **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.*