



VACANCY ANNOUNCEMENT

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

Title Executive Director [Unclassified]		Salary &98 TBD	
Posting Number 262-23	Position Number 952226	Number of Positions 1	Posting Period * From: 03/27/2023 To: 04/10/2023
Location: Division of Epidemiology, Environmental and Occupational Health Office of the Assistant Commissioner 135 E. State Street, 3rd Floor Trenton, NJ 08625		Scope of Eligibility/Open to: Applicants who Meet the Requirements	

GENERAL DESCRIPTION

This position would direct the development and supervise over the Division of Epidemiology, Environmental and Occupational Health (EEOH) Data Modernization and Informatics (DMI) Unit. Provides oversight of the Communicable Disease Reporting and Surveillance System (CDRSS). Provides complete oversight over the unit and its activities. Coordinates the unit's annual budget request. Acts as the liaison for the unit, and EEOH generally, for departmental and interdepartmental policy groups. Provides input on legislative, policy and regulatory comments. Plans and develops the organizational structure of the DMI unit. Monitors reportable conditions and diseases with public health significance, and mitigates harmful impact of these conditions through regulatory, policy, and programmatic activities with public health and healthcare stakeholders. Develops and implements processes and procedures to ensure that EEOH's data is compatible, interoperable, and conforms with national standards for the purpose of research and/or public health investigations in collaboration with Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), and other public health stakeholders. Serves as EEOH's liaison with federal agencies and other external national/state agencies. Manages the work operations and has responsibility for employee evaluations and recommending the hiring, firing, promoting, demoting, and/or disciplining of employees within the DMI Unit. 262-23

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.

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

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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**David Sellinger, Regulatory Officer 2
Epid., Environmental and Occupational Health
Reference Posting #
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369**

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.

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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 , or call CSC at (833) 691-0404.*