



VACANCY ANNOUNCEMENT

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

Title Administrative Analyst 3, Fiscal Management [Classified Competitive]			Salary P26 \$68,635.84 - \$97,643.83
Posting Number 277-19	Position Number 947285	Number of Positions 1	Posting Period * From: 10/31/2019 To: 11/14/2019
Location: FHS/WIC Program 50 East State Street Trenton, NJ 08625-0364			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Analyze fiscal management problems both at the state and grantee level to determine cause and recommend corrective actions. Provide technical assistance and guidance to grantees to implement needed financial management changes. Oversee the review of all grant applications, amendments and revisions for accuracy and factual basis and make recommendations to the WIC Director and Monitoring and Evaluation Unit's Program Manager.

Develop budget controls and detailed spreadsheets of grant information. Analyze and compare the grantees' budget and administrative procedures and practices to uncover areas of duplication or inefficiencies. Determine necessary adaptations or enhancements to the program's customized computer application (WOW) and SAGE applications to support improved practices. Provide the Program Manager and WIC Director with analysis of program and financial operations that have potential for automation and prepare reports and business requirements of proposed changes to the WOW and SAGE applications.

Responsible for conducting fiscal reviews and desk audits to ensure compliance with Federal and State fiscal and management regulations. Document the findings, correspond with the grantees, review the grantees' corrective action plans and ensure that corrections occur and are maintained.

Provide grantees with annual training and on-going technical assistance in use of the SAGE system and the preparation and submission of grants, amendments and revisions. Document in detail, and make available any and all procedures, instructions and how-to's related to the appropriate use of the application, troubleshooting and fixes pertaining to the grantees and state agency's use of the SAGE system.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of accounting, business administration, economics, or finance courses.

EXPERIENCE: Three (3) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree from an accredited college or university in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

LICENSE: 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 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:
PSTFHS@doh.nj.gov
- Mail the required documents to:
**Donna Wagner, Administrative Assistant 2
Family Health Services**

Required documents:

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

Reference Posting #277-19
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364

** 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.**

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SEPTEMBER 19