



# VACANCY ANNOUNCEMENT

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

Title <b>Senior Executive Service [Unclassified]</b>			Salary <b>TBE</b>
Posting Number <b>310-19</b>	Position Number <b>947288</b>	Number of Positions <b>1</b>	Posting Period * From: <b>11/26/19</b> To: <b>12/10/19</b>
Location: <b>25 S Stockton St. Trenton NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Provide expertise, including research and analysis required to establish and maintain a strategy for implementing health information exchange in New Jersey. Identify new grant opportunities; serve as principle investigator (PI) as needed for grants and direct the preparation of grant applications for funding for planning and implementing HIT/HIE in New Jersey. Review grant proposals to evaluate informatics components for issues relating to readiness, collaboration, interoperability and certification.

Assist HIT projects with conducting studies of existing and proposed information systems and their impacts. Collect and analyze data on statewide HIT systems. Prepare written and oral reports, manuscripts and other communications summarizing the findings of analyses and studies and disseminate the results. Present data, study findings and recommendations to the Governance Board, Advisory Board, state agencies, legislators and other partners/stakeholders as needed to support the statewide HIT/HIE system decision-making process.

Act as the State lead for HIT/HIE and participate in state, regional and national health/scientific meetings focused on HIT/HIE.

Act as the designated New Jersey representative at meetings related to HIE and associated grants. As needed, serve as an interface between the partners/stakeholders and the OITS staff on identifying and addressing informatics issues. Coordinate statewide activities related to the implementation of HIT/HIE in New Jersey in order to improve the efficiency and effectiveness of health data collection, analysis and use to improve the health of individuals and their communities. Provide direction in the development of the state HIT/HIE strategic plan.

Coordinate resources and activities to assist with readiness assessments of public and private health care entities to implement electronic information systems that meet federal and state requirements and fit within the state HIE plan. Solicit input from relevant public and private partners/stakeholders, including consumers, about the needs and barriers to implementing HIE in New Jersey including barriers to interoperability and ways to utilize opportunities and reduce barriers. Foster pilot projects and coordinate HIE-related activities in collaboration with public and private healthcare providers and health plans.

Collaborate with federal standards and policy committees to develop common data reporting formats and methods of transmission within New Jersey and across state borders for all pertinent health data. Maintain relationships with public and private partners/stakeholders for the purpose of insuring coordination of all electronic health information systems planning, development, implementation and interoperability.

Provide training and information on ONC, NJHIN administrative and technical requirements for system interoperability and secure data exchange using the Web and other communication methods. Perform other duties in support of the statewide HIT activities. Represent New Jersey on national HIE/HIT issues and activities.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

**Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.**

**Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.**

**Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.**

**Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.**

**Specific requirements may be waived by the Commissioner of Personnel with sufficient justification.**

**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 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 #310-19  
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.***