



VACANCY ANNOUNCEMENT

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

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$42,895.85 - \$44,835.21
Posting Number 371-18	Position Number 953175	Number of Positions 1	Posting Period * From: 11/09/2018 To: 11/23/2018
Location: Health and Agriculture Building 369 South Warren St. Trenton, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of a supervisor receives training in the principals of planning, operating, implementing, monitoring and/or evaluating public health preparedness programs. Will learn to conduct research in the identification of other related grant/funding sources and assists in preparation and writing of grant proposals. Develop and prepare program resources to help identify needs within the Public Health Emergency Preparedness (PHEP) grant program and assists with the execution of these planning projects. Under the direction of a supervisor will work with other programmatic staff to conduct onsite evaluations or audits to ensure compliance with contract terms. Responsible for handling inquiries regarding the PHEP program activities and requirements and assist in meeting with federal, state, local, and private agencies to coordinate planning integrated capabilities and response. Will progress in assisting with the preparation of informational materials, charts, tables, letters, and other correspondence as is relates to the Preparedness Program. Under general supervision, will submit federal reports for Preparedness (Performance Measurement Reports, Progress Reports, and Capability Planning Guides (CPGs) utilizing CDC's automated grants management system. Will learn to interpret current federal and state emergency planning legislation. Will be required to participate in all webinars/conference calls as they relate to the Federal Grants and share pertinent information with PHILEP staff. Required to use a tracking collection method for preparedness based outcomes and outputs. Will prepare clear, sound, accurate, and informative reports containing findings, conclusions and recommendations for sub awardees. Required to work closely with staff on sub-awardee data ensuring Federal requirements are properly captured in sub awardee documents. Supports and participates in Emergency Management, PHILEP Division, and overall Departmental programs and initiatives as well as providing support to the other units and offices within Emergency Management, as needed. Under supervision, assists with preparing federal grant applications, redirect requests, carryover requests, supplemental requests, and closeouts. Actively share responsibility for grant activity and deliverable oversight/monitoring/technical assistance/guidance with Supervisor or Unit Lead. Under supervision, required to work with fiscal staff on federal award allocations, award draw down, Tracking and Activity code assignments, redirect requests, prior authorizations requests and supplemental funding requests. With Supervisor approval, will attend relevant workshops, conferences, meetings, trainings, seminars and other professional development offerings as appropriate. Required to shadow program staff in order to better understand activity oversight, program development and the stakeholders in Emergency Preparedness.

NOTE: Appointees who successfully complete the 12-month training period will be eligible for advancement to a Procedures Analyst.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

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

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:
**Rosalind Finney, Executive Assistant 2
Health Infrastructure Preparedness/Emerg. Response**

Required documents:

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

Reference Posting #371-18
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

** 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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