



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.

Title Public Health Representative 3 [Unclassified]			Salary P18 \$50,737.29 - \$71,553.48
Posting Number E38-23	Position Number 953229	Number of Positions 1	Posting Period * From: 1/13/23 To: 4/13/23
Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Under direction of the Communicable Disease Service this position will be part of the school surveillance team. Would be responsible for monitoring COVID-19 school-based screening data on an ongoing basis through the SIC (Surveillance for influenza and COVID in schools) module. Conducts investigation of reports with incomplete data reporting or missing data, cleans data, maintains regular communication between with schools, testing providers, and the wider CDS schools team to verify the accuracy of the data entered. Extracts COVID-19 school surveillance and testing/screening data, processes and manipulates data spreadsheets, analyzes the data, and ensures data quality. Regularly confers with schools and school users to verify data quality and prepares summary data reports for weekly/monthly submission.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTEEOH@doh.nj.gov</i> • Mail the required documents to: David Sellinger, Regulatory Officer 1 Epid., Environmental and Occupational Health Reference Posting #E38-23 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 <p style="text-align: right;">Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

-
- *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.*