



# VACANCY ANNOUNCEMENT

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

Title <b>Administrative Analyst 3 [Classified Competitive]</b>			Salary <b>P26 \$71,408.73 - \$101,588.61</b>
Posting Number <b>5-22</b>	Position Number <b>949268</b>	Number of Positions <b>1</b>	Posting Period * From: <b>01/03/2022</b> To: <b>01/17/2022</b>
Location: <b>Community Health Services/Office of Primary Care and Rural Health 55 North Willow Street, 5th Floor Trenton, NJ 08625-0355</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>

## GENERAL DESCRIPTION

Under the supervision of the Executive Director of the Office of Primary Care and Rural Health (OPCRH), this position will serve as a Rural Health Project Officer who will address health disparities in rural regions of New Jersey. OPCRH is seeking a bilingual (English/Spanish) staff member. Responsible for providing technical assistance to staff, other state and local agencies, and rural health partners. Keep abreast of current research, policies, grant opportunities, best practices, and legislation related to rural health; and disseminate these findings to rural health partners. Participate in relevant state, regional, and federal training, webinars, and conferences related to rural health.

Assist in gathering primary (i.e., focus groups and survey) and secondary data (i.e., NJSHAD, RWJF, etc.) to assess rural health needs. Draft reports and documents related to grant deliverables. Prepare NJ State Oral Rural Health federal grant for the Federal Office of Rural Health Program (FORHP).

Organize and facilitate advisory group meetings with rural health partners. Foster strategic collaborations among community partners that avoid duplication of services, maximizes resources, addresses rural health issues, and improves health equity. Produce community-based newsletters that highlights rural health issues and stakeholders. Coordinate national and statewide rural healthcare activities in the New Jersey.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated 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 in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**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:  
**PSTCHD@doh.nj.gov**
- Mail the required documents to:  
**Donna Wagner, Administrative Assistant 2  
Community Health Division  
Reference Posting #5-22  
New Jersey Department of Health  
PO Box 355  
Trenton, NJ 08625-0355**

### 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.*