VACANCY ANNOUNCEMENT

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Analyst Trainee [Classified Non-Competitive]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>P95 $43,753.77 - $45,731.91</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>Position Number</th>
<th>Number of Positions</th>
<th>Posting Period *</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-20</td>
<td>951815</td>
<td>1</td>
<td>From: 01/13/2020 To: 01/27/2020</td>
</tr>
</tbody>
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<tr>
<th>Location:</th>
<th>Scope of Eligibility/Open to:</th>
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</thead>
<tbody>
<tr>
<td>Division of HIV, STD and TB Services 50 East State Street, 3rd Floor, Trenton, NJ 08625</td>
<td>Applicants who Meet the Requirements</td>
</tr>
</tbody>
</table>

GENERAL DESCRIPTION

Assist in the preparation of the following state and federal data reports: Grant Evaluation Report (GER), Implementation Plan, Women, Infants and Children and Youth (WIFC) Report and Ryan White Services Report (RWSR). Assist providers with any issue, questions or concerns related to their reports.

Serve as the backup for all Ryan White Services Report related matters. Assist with on/off-site technical assistance to provider agencies for all supported software. Assist with formal/informal training as needed to provider agencies on supported software. Ensure the confidentiality and security of all client-level data.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

Education:
Graduation from an accredited college or university with a Bachelor’s degree.

License:
Appointees will be required to possess a drivers’ 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: PSTHIV/AIDS@doh.nj.gov
- Mail the required documents to:
  Patricia Laird, Administrative Assistant 2
  HIV, STD and TB Services
  Reference Posting #18-20
  New Jersey Department of Health
  PO Box 363
  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.