



VACANCY ANNOUNCEMENT

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

Title Program Specialist 3 [Classified Competitive]			Salary R26 \$71,408.73 - \$101,588.61
Posting Number 22-22	Position Number 935002	Number of Positions 1	Posting Period * From: 01/06/2022 To: 01/20/2022
Location: Division of Edpidemiology, Environmental and Occupational Health Communicable Disease Service/ Vaccine Preventable Disease Program 135 East State Street, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The New Jersey Immunization Information System (NJIS) is a free, confidential, population-based online system that collects and consolidates vaccination data for New Jersey's children and adults. The NJIS is the state's official immunization registry per the Statewide Immunization Registry Act - NJAC 8:57, subchapter 3, pursuant to N.J.S.A. 26:4-131 et seq. (P.L. 2004, c. 138). The NJIS maintains immunization data on New Jersey residents and consolidates immunization information reported from multiple providers into individual patient records to help ensure providers have accurate information for clinical decision support. The NJIS holds over 4 million patient records and tracks over 60 million doses of vaccines administered. It generates the official State immunization record and has over 11,500 medical providers registered in the system.

This position monitors program budgets and develops budget justifications/requests. Provides guidance, oversight, technical assistance and direction for NJIS user outreach, training and education, both internally and as it relates to the activities of VPDP funded health service grantees charged with such activities. Prepares reports and presentations pertaining to information contained within the NJIS and handles sensitive and complex program issues and acts as a subject matter expert. Supervises and/or conducts the more difficult NJIS evaluations/audits to ensure compliance with policies, procedures and/or rules; prepares related reports containing findings, conclusions and recommendations Chairs the NJIS Steering Committee. Assists the NJDOH staff in writing the Immunization grant and coordinates grant activities related to the NJIS. Ensures user issues related to NJIS, both programmatic and technical, are resolved in a timely manner. Develops collaborative relationships with health professionals at CDC and in New Jersey around issues related to the NJIS. Assists in the education of public healthcare partners, primarily healthcare providers, public health officials and the general public about NJIS. Plans, coordinates, implements and upgrades NJIS based on program, user and Steering Committee feedback. Prepares responses to inquiries about NJIS and other duties related to NJIS as assigned.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employeemobility, 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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**Steven Bors, Executive Assistant 4
Epid., Environmental and Occupational Health**

Required documents:

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

- *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.*