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

**Title:** Supervising Public Health Representative  
(Classified Competitive)

**Salary:** S27 $71,858.95 - $102,317.02

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<tr>
<th>Posting Number</th>
<th>Position Number</th>
<th>Number of Positions</th>
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<tr>
<td>24-20</td>
<td>946418</td>
<td>1</td>
<td>From: 01/16/2020 To: 01/30/2020</td>
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**Location:**  
50 East State Street, 4th Floor, Trenton NJ 08625

**Scope of Eligibility/Open to:**  
Department of Health Employees

**GENERAL DESCRIPTION**

All facets of HIV surveillance duties. Provides direct oversight of the field and office staff and their work. Coordinates field functions; assigns, reviews, trains and supervises staff. Analyzes aspects of program for addressing HIV mobidity, identifies disease detection and control problem areas. Supervises compilation and analyzes of data and case progress. Supervises staff and assists with consultation to local health departments and agencies. Represents department at conferences, meetings, presents HIV data and findings at national, state and local levels and reports and meets CDC requirements and guidelines.

**REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)**

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

**EXPERIENCE:** Four (4) years of experience in a health or social service related program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services, two (2) years of which shall have been in a supervisory capacity.

**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.

**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: PSTHIV/AIDS@doh.nj.gov
- Mail the required documents to: Patricia Laird, Administrative Assistant 2 
  HIV, STD and TB Services
  Reference Posting #24-20
  New Jersey Department of Health
  PO Box 363
  Trenton, NJ 08625-0363

**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.**