



VACANCY ANNOUNCEMENT

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

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$45,521.43 - \$47,579.48
Posting Number 26-22	Position Number 066837	Number of Positions 1	Posting Period * From: 04/20/2022 To: 05/04/2022
Location: Division of Management and Administration Office of Administrative Services 55 North Willow Street 1st Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of an Administrative Analyst 4 in the Office of Administrative Services, as a trainee and productive worker, the Analyst Trainee will learn to assist in the review and evaluation of fiscal and administrative practices, organizational structure, and operating systems and provides recommendations for changes or improvements. Will prepare clear, sound, accurate and informative reports containing findings, conclusions, and recommendations for improvements.

The Analyst Trainee will assist in the department physical inventory process and will coordinate with satellite offices during annual inventory audits to ensure department-wide inventory is completed. Will maintain spreadsheets to facilitate programmatic continuity of operations and develop reports to identify and trouble shoot budgetary deficiencies.

The Analyst Trainee will learn established information collection and reporting systems pertinent to service functions (Facilities Management, Health and Safety, Print Shop Requests, COVID positives, Shuttle Ridership, etc) and evaluate for efficiency effectiveness and modification based on data results, changes in the work environment (including laws, policies and procedures), emerging initiatives, or other.

The Analyst Trainee will analyze unit data storage practices, work with each unit leader to create an e-file architecture and prepare files/records for transition to sharepoint.

The Analyst Trainee will assist the supervisor in developing powerpoint or other educational materials on budget development, procurement practices, recruitment processes, etc. for unit employee cross-training or broader informational purposes.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

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:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration**

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.*