



VACANCY ANNOUNCEMENT

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

Title Director-Epidemiologic Unit [Senior Executive Service]			Salary TBD
Posting Number 38-19	Position Number 952218	Number of Positions 1	Posting Period * From: 2/06/2019 To: 4/05/2019
Location: DOH; HIV, STD & TB Services 50 East State Street, 4th Floor Trenton, NJ 08625-0363			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

This position will provide supervision and administrative direction of the Epidemiologic Services unit, secure federal grant funding, prepare budgets and enforce all internal controls and policies. Provide oversight of protocol development, study implementation, data collection and analysis of unit projects. Interface with other units within the Division, the Department, the CDC and community-based organizations to maximize the use of epidemiologic data for policy development and program planning. The position is critical to manage collaboration with Rutgers School of Public Health with HIV Surveillance.

A Master's Degree in Public Health, or related discipline, from an accredited college or university is required. A PhD in Public Health or a related discipline is preferred.

5-7 years of progressive management experience is required. Experience securing and managing federal grants is strongly preferred. Ability to work with internal and external partners to utilize and operationalize epidemiological data for prevention and care initiatives is strongly preferred.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful. Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful. Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills. Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTHIVAIDS@doh.nj.gov
- Mail the required documents to:
**Patricia Laird, Administrative Assistant 2
HIV, STD and TB Services
Reference Posting #38-19
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.

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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.***