



VACANCY ANNOUNCEMENT

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

Title Program Manager Health/Human Services [Classified Competitive]			Salary &32 \$96,099.57 - \$137,348.82
Posting Number 70-23	Position Number 924966	Number of Positions 1	Posting Period * From: 01/19/2023 To: 02/02/2023
Location: Office of Commissioner 55 North Willow Street, Trenton, NJ 08618 Office of Opioid Response and Policy			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the direction of the Director of Opioid Response and Policy, the Program Manager is responsible for supervising and managing the activities of the Office, with a focus on the Overdose Data to Action (OD2A) initiative. The Program Manager assists the Director with rulemaking, program and policy strategy, internal and external requests for information/response, and ensuring programs operate in compliance with all established state and federal rules and regulations. As such, the Program Manager provides subject matter expertise on the overdose epidemic and opioid-related risks. This position assists the Director with ensuring that existing surveillance systems and research activities are effectively providing data and reports that can be used by DOH leadership to guide the opioid overdose epidemic response and participates in the design of new efforts. The Program Manager supervises and evaluates the work of program specialists, research scientists, and temporary/contract staff within the Office of Opioid Response and Policy; and oversees the work of strategy leads and their staff within the OD2A grant, both internal and external, to ensure timely completion of deliverables and alignment of work. This position also oversees program and fiscal management of the Office by identifying cost savings through reduction of spending; redirecting funds as needed across strategies; reducing duplicity in operations and/or administration; and procurement, grants, and contracts; and establishing project management tracking systems. The Program Manager reviews, prepares, and publishes grant reports, publications and presentations with programmatic innovations, research findings, and policy recommendations. Finally, the Program Manager researches and applies for funding opportunities to maintain and expand current Department of Health activities to research, understand, and address the overdose epidemic.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

Preference will be given to candidates with 4+ years of experience in public health approaches to reducing opioid overdose.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Five (5) years of experience in any of the following areas: program management and administration, program research and development, resource planning, and budgeting and staffing, two (2) years which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hours being equal to one (1) year of experience..

NOTE: A Master's degree in Public Health, Public Administration, Business Administration, or a related health area may be substituted for one (1) year of nonsupervisory 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 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.*