



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 73-22	Position Number 912510	Number of Positions 1	Posting Period * From: 01/14/2022 To: 01/28/2022
Location: Division of Community Health Services CHWU- Office of Tobacco Control 55 North Willow, 5th Floor Trenton, NJ 08625-0355			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of an assigned supervisor within the Division of Community Health Services, Community Health, and Wellness Unit, Office of Tobacco Control. This trainee position, will receive on the job training in analytic practices/procedures, application, research, preparation of reports, completion of assignments, which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work. Trainee will learn the impact of long-term COVID-19 and chronic disease on already vulnerable population in New Jersey; Will learn to collect, compile, review, interpret, and evaluate data (qualitative & quantitative) and other information required to complete analytic studies (descriptive & analytical) and evaluation reports on effects of long-term COVID-19 and chronic disease (smoking, diabetes, asthma, CVD, chronic renal, etc.); Learns to review assigned projects and extract COVID-19 and chronic disease related data, which includes identifying the information, tools and research methods required for project completion; Learn how to incorporate health system practices (i.e., Electronic Health Record) that would result in high reach and effectiveness in directing individuals to the state's tobacco quitlines and quitcenters; learn to work with COVID-19 team to advise grantees and partners on sound data collection and evaluation practices; learns to understand methods used in federal grant guidance procedures, planning, implementation, program development, and task facilitation; learns to prepare tables, charts, graphs, and other pictorial materials; Learns to prepare clear, concise, and grammatically correct written reports, narratives, and summaries of program activities and projects; learn to maintain appropriate records and files of program related reports, data, graphic materials, and other essential information; learns to participate in staff meetings, conference calls, and group discussions regarding tobacco program and other Community Health and Wellness Unit activities and initiatives; Other duties as assigned.

Appointees who complete the twelve(12) months training period successfully will be eligible for advancement to the journeyman title of Administrative Analyst 1.

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:
PSTCHD@doh.nj.gov
- Mail the required documents to:
**Donna Wagner, Administrative Assistant 2
Community Health Division
Reference Posting #73-22
New Jersey Department of Health
PO Box 355
Trenton, NJ 08625-0355**

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.**
 - *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.*