



# VACANCY ANNOUNCEMENT

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

Title <b>Analyst Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$46,431.86 - \$48,531.07</b>
Posting Number <b>94-23</b>	Position Number <b>947046</b>	Number of Positions <b>1</b>	Posting Period * From: <b>01/27/2023</b> To: <b>02/10/2023</b>
Location: <b>Health Facility Survey &amp; Field Operations 120 So. Stockton St., P.O. Box 367 Trenton, New Jersey 08625-0367</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

This trainee position will be responsible for learning administrative matters for the five operating units within the Division. Prepare status reports utilizing Business Objects. Utilize Visio and Personnel Management System (PMIS) in relation to personnel actions and requests. Responsible for the receipt, review and distribution of resumes for new hires.

The position will assist the HR Liaison with all actions in HR Track. Monitor and track workflow items and approvals, complete assigned tasks, upload forms for new hire approvals. Support the development of techniques for collecting data while providing daily administration and interpretation of employment regulations, collective bargaining agreements, department policies and unit procedures to Management and rank and file.

This employee will also be responsible for assisting with the Division's electronic Cost Accounting and Timesheet System (eCATS). Assist and support the team to ensure that Performance Assessment Reviews (PARS) for the Division are completed for the interim, final and new agreement and submitted to Human Resources by the due dates. Provide guidance to PAR supervisors on an as needed basis. Prepare quarterly status reports.

Furthermore, this position will act as the primary back up for the Senior Management Assistant of Health Facility Survey and Field Operations. The trainee will help assure the day-to-day administrative activities of the Division are met and reports any problems of a critical nature to the Assistant Commissioner/Division Director.

Note: 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.

## 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:  
***PSTHFEL@doh.nj.gov***
- Mail the required documents to:  
**Rebecca Pietromonico, Senior Management Assistant  
Health Facilities Evaluation and Licensing**

### 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.*