



# NEW JERSEY DEPARTMENT OF HEALTH

## NOTICE OF VACANCY

*State of New Jersey*

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

Title <b>Health Data Specialist 2 [Classified Competitive]</b>			Salary <b>P25 \$72,014.33 - \$102,361.07</b>
Posting Number <b>135-24</b>	Position Number <b>055142</b>	Number of Positions <b>1</b>	Posting Period * From: <b>2/15/2024</b> To: <b>2/29/2024</b>
Location: <b>Office of Long-Term Care Resiliency 55 North Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

### GENERAL DESCRIPTION

Under the supervision of the Executive Director of the Office of Long-Term Care Resiliency, this position shall be responsible for identifying, analyzing, and interpreting public health data sources to support the ongoing needs of the Office of Long Term Care Resiliency (OLTCR).

This position shall: design and analyze data for project planning, evaluation and reporting, and priority setting; assist in design, implementation, and maintenance of the Long Term Care (LTC) website and standard data dashboards; develop, implement, and maintain a process for any data use/data sharing agreements or memorandum of agreement(s)/use that need to be implemented for data integration processes; perform evaluations to ensure ongoing success of implemented strategies; analyze and support the interoperability of all 657 LTC facilities across New Jersey (NJ), analyzing hot spots and trends in outbreaks; analyzing data acquired from external websites, federal reports, and Center for Disease Control (CDC) reports; collate data for report generation, and consult with Mission Critical teams to define trends and deficiencies within the LTC community. This position will oversee evaluations and collation of data into reports, will summarize collectively appropriate interventions, and will create documents that will allow for interpretation and appropriate quality assurance measures to be taken. This position will interpret legislation and provide data-related support to the LTC task force.

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.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**NOTE:**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of comprehensive technical research and statistical analysis professional experience in epidemiology, public health, economics, public health administration, or related field which involves the use, operation, and/or management of database systems; and twelve (12) semester hour credits in Epidemiology, Public Health, Health Informatics, Health Information Management, Economics, Statistics, Quantitative Analysis, Operations Research, and/or Market Research.

OR  
Possession of a bachelor's degree from an accredited college or university including or supplemented by twelve (12) semester hour credits in Epidemiology, Public Health, Health Informatics, Health Information Management, Economics, Statistics, Quantitative Analysis, Operations Research, and/or Market Research; and three (3) years of the above-mentioned professional experience.

OR



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Possession of a master's degree in one of the above disciplines; and two (2) years of the above-mentioned professional experience.

**NOTE:**

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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:  
***PSTOC@doh.nj.gov***
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #135-24  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

**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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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**