



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 Public Health Representative Trainee [Classified Non-Competitive]			Salary P95 \$48,056.98 - \$50,229.66
Posting Number 136-24	Position Number 953229	Number of Positions 1	Posting Period * From: 2/15/2024 To: 2/29/2024
Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service/ Vaccine Preventable Disease Program 135 East State Street, 1st Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of the Vaccine Manager or other Supervisory Official, this position is responsible for supporting the daily operations of the Vaccines for Children (VFC) Program. Responds to inquiries from the public and healthcare providers. Responsible for assisting in the process of applications received by the program from healthcare providers in New Jersey who are looking to enroll in the VFC Program. Responsible for reviewing equipment the healthcare provider has on-site and ensuring compliance with all the Centers for Disease Control (CDC) requirements as well as processing temperature excursions. Review viability information provided by vaccine manufacturers. Assists with the annual re-enrollment process for sites that are currently enrolled in VFC. Gains subject matter expertise on appropriate temperature monitoring devices as outlined by CDC. Reviews biweekly temperatures that are entered into the New Jersey Immunization Information System. Refers any temperature excursions identified to the healthcare compliance team for investigation. Assists VFC or Vaccine Preventable Disease Program projects as assigned.

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.

Four (4) years of professional experience in a health or social service related program, which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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.

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



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to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
David Sellinger, Regulatory Officer 2
Epid., Environmental and Occupational Health
Reference Posting #136-24
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369

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 , 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.