



# VACANCY ANNOUNCEMENT

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

Title <b>Government Representative1 (Workforce Development Director) [Unclassified]</b>			Salary <b>TBD</b>
Posting Number <b>178-23</b>	Position Number <b>TBD</b>	Number of Positions <b>1</b>	Posting Period * From: <b>08/31/2023</b> To: <b>09/14/2023</b>
Location: <b>Department of Health 55 North Willow St Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>If you like driving change in a large organization by innovation and collaboration then you will love this position. The Workforce Development Director (WFDD) is an executive/senior leadership position responsible for leading the newly established Office of Workforce Planning and Professional Development (OWPPD). The WFDD will report directly to the Commissioner of Health and support the department in vision and strategic development through idea development, facilitation, consultation, coaching and mentoring. This position will oversee department wide activities related to organizational culture clarity, workforce and people strategies to improve the overall health of the organization. This position will lead the department's organizational culture clarity by increasing alignment between culture and core values and enhancement of the department and customer/community relationships. This position is also tasked with leading the office responsible for cultivating the public health workforce pipeline and supporting education to employment while addressing crosscutting workforce issues, such as staff engagement; diversity, equity, inclusion, and accessibility; career pathways; learning and development; and succession planning. The OWPPD will better support inclusive recruitment, employee wellbeing, and retention by leveraging workforce analytics and developing and implementing a comprehensive public health workforce development strategy. As a newly established office, the Workforce Director will also be charged with building a team to accomplish the goals and tasks as described.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from and accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTHR@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Ann Marie Kopczynski, Manager 3, Human Resources Management and Administration Reference Posting #178-23 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p style="text-align: right;"><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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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.*
  - **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.*