



VACANCY ANNOUNCEMENT

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

Title ASSISTANT DIVISION DIRECTOR [Unclassified]			Salary TBE
Posting Number 283-20	Position Number 923417	Number of Positions 1	Posting Period * From: 10/14/2020 To: 10/28/2020
Location: 25 South Stockton Street Trenton NJ, 08619			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			

As a facilitator conducts joint application development sessions with IT project managers, directors and CIO to develop the Department's annual IT Strategic Plan (the plan to describe how IT will support the Agency's information collecting, processing, analyzing, decision-making, distribution and storage). This activity includes interviewing the various operational program leads (non-IT) on emerging business concerns and needs to evaluate/identify applicable IT tools and resources; conducting analytical surveys/studies pertinent to existing operations to determine improvement methodologies; identifying aged or inefficient IT practices/equipment etc. Also works with internal IT staff to identify IT needs.

Working with the Department of Health divisions and programs, identify and implement the oversight/governance and review process for non-centralized IT purchases including equipment, software, hardware, consulting services.

Develops strategy for software renewals, license renewals to maximize efficiency.

Evaluates IT staff, internal/external partners' and/or Contract Vendors compliance with service contracts; identifying process or product result deficiencies and recommending resolutions to remedy. This includes performing analyses on past expenditures, modifying cost/benefit ratios, product achievement/work flow, productivity inhibitors/enhancers, budgetary or legislative implications, etc.

Prepares Excel, Visio, Powerpoint or other presentations to communicate changes to IT staff, internal/ external partners, and conduct group meetings designed to modify current practices, standards, or product for efficiency purposes.

Provides daily administration of public sector employment laws and rules, emphasizing interpretation of NJAC, Collective Bargaining Agreements, Department policies, and Unit procedures. This includes developing IT recruitment practices, ensuring consistent and fair evaluation methods and behaviorally based interview questions; investigating employee/management complaints, drafting requests for discipline and responding to first level grievances.

Budgetary/Procurement Activities:

Develops and implements the Department Office Automation Budget to reflect the Department IT Strategic Plan and Infrastructure costs. This activity includes researching/evaluating/prioritizing the technology/equipment/services requested for purchase to determine cost/benefit ratio pursuant to IT operations and Department mission. Maintains budget comparisons and actual expenditures for current, prior and next budget year in tools such as Excel.

Writes, with Customer input, IT Service Provider MOA's, MOU's and Service Level Agreements, establishing IT product or Information Sharing deliverables and negotiates contract costs and service time frames. This includes reviewing legislation and approved Grants for impact on Department IT operations; drafting proposed language for Division Grant Applications.

Coordinates with Department centralized Budget and financial staff to market IT projects, identify funding source(s), monitor cost draw downs and ensure monthly expense budget debits and credits are processed timely and accurately. Develops and documents the work flow and process.

Develops and monitors IT Consultant contracts including creating the scope of work and evaluation or productivity standards, negotiates cost and ensures timely processing to prevent service gaps.

Obtains quotes, tracks software license renewals, reviews all Department IT purchase requests for compatibility to Department IT Strategic Plan and established budget and tracks purchases through completion. This includes conferring with Division personnel, Vendors, and State OIT to market and respond to function/equipment/ROI, or other queries suspending final approval of request; modifying equipment requests meet actual or emerging needs.

Oversees development of and compliance to software licensing and asset tracking processes and software Ensures renewal of enterprise software agreements with yearly true ups.

Coordinates, consolidates, recommends Department IT training programs and coordinates with DOH HR training coordinator. Review/monitor and analyze State OIT cost assessments/charge.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged), three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.

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:
PSTMA@doh.nj.gov
- Mail the required documents to:
Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #283-20
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.*

- *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.*

PER-53
AUGUST 20