



# VACANCY ANNOUNCEMENT

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

Title <b>Administrative Analyst 3, Procurement Administrative Analyst 2, Procurement [Classified Competitive]</b>			Salary <b>P 26 \$72,836.90 - \$103,620.41 P 21 \$58,031.09 - \$82,157.57</b>
Posting Number <b>341-23</b>	Position Number <b>100251</b>	Number of Positions <b>1</b>	Posting Period * From: <b>06/02/2023</b> To: <b>06/19/2023</b>
Location: <b>Division of Behavioral Health Services 25 S. Stockton Street 2nd Floor Trenton NJ 08625</b>		Scope of Eligibility/Open to: <b>All Departments/State Employees</b>	
<b>GENERAL DESCRIPTION</b>			
<p>The Division of Behavioral Health Services is looking for an Administrative Analyst 3 Procurement to provide complex administrative, technical and procedural assistance to procurement staff throughout the State Psychiatric Hospital system procurement offices. This assistance will consist of operational and technical support of MACSE (NJ Purchasing System), NCFCS (NJ Accounting System), NJ E-Catalog (NJ Electronic Purchasing System) departmental procedures (FMC's) divisional problems, contract &amp; DPA procedures, and consults with the Division to provide accurate interpretation of OMB and FMC circulars.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>Administrative Analyst 3, Procurement Requirements:</b></p> <p><b>EDUCATION:</b> A Bachelor's degree from an accredited college or university.</p> <p><b>EXPERIENCE:</b> Three (3) years experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substitute for one (1) year of experience.</p> <p><b>Administrative Analyst 2, Procurement Requirements:</b></p> <p><b>EDUCATION:</b> Bachelor's degree from an accredited college or university.</p> <p><b>EXPERIENCE:</b> Two (2) years' experience in procurement through the competitive bidding process for a large 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 with thirty (30) semester credit hours being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.</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>PSTBHS@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Karen Muzzarelli, Executive Assistant 3 Behavioral Health Services</b></li> </ul> <p><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>			

- *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.*