



VACANCY ANNOUNCEMENT

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

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$43,753.77 - \$45,731.91
Posting Number 423-20	Position Number 009662	Number of Positions 1	Posting Period * From: 11/20/2020 To: 12/04/2020
Location: Public Health Environmental Laboratory 3 Schwarzkopf Drive, Ewing, NJ 08628			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the supervision of the ECLS Data Administration Department Program/LIMS Manager, conduct routine data analysis for ECLS Data Administration group using Statistical Analysis Software and Laboratory Information Management System (LIMS) tools. Work tasks include monthly billing process, running software to extract, transform and load data into multiple data repositories and keeping data process documentation current. ELEMENT LIMS support duties consist of setting up new users, maintaining informational tables and lab client, project setup with maintenance. Plus, the assistance for the lab with questions on use of LIMS.

Ability to work in a team environment plus timely, consistent, and high-quality work habits are essential. Experience in the modification and creation of documents using Microsoft Office and Adobe apps is preferred. Knowledge with the principles and practices data analyses, statistical techniques, software development, evaluation of data quality, and interpretation of results and findings is preferred. Knowledge of SQL, SAS software, Crystal Reports and Microsoft SQL Server Management is preferred.

Appointees who complete the twelve month training period successfully will be eligible for advancement to Administrative Analyst Information Systems.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

LICENSE: Appointee 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.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PSTLABS@doh.nj.gov
- Mail the required documents to:
**Chova Joyner, Secretarial Assistant 3, NS
Public Health and Environmental Laboratories
Reference Posting #423-20
New Jersey Department of Health
PO Box 361
Trenton, NJ 08625-0361**

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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- *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.*

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AUGUST 20