



VACANCY ANNOUNCEMENT

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

Title Program Specialist 1 [Classified Competitive]			Salary P19 \$49,990.39 - \$70,585.54
Posting Number 425-20	Position Number 009700	Number of Positions 1	Posting Period * From: 11/24/2020 To: 12/08/2020
Location: Public Health Environmental Laboratory 3 Schwarzkopf Drive, Ewing, NJ 08628			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The Program Specialist 1 will serve as an inhouse training coordinator to research, develop and maintain an ongoing professional training program for staff utilizing internal and external resources and an electronic information system for development of training reports for the purpose of maintaining required professional certifications, meet federal and state regulatory requirements and for professional workforce development. The Program Specialist 1 will also lead Division efforts to develop and maintain the PHEL webpage in collaboration with administration, staff and with the assistance of public health interns as well as developing an ongoing means of reporting PHEL news, through an electronic newsletter and to develop and distribute informational materials such as job aids, posters, brochures and other information. The Program Specialist 1 will represent New Jersey as the State Training Coordinator for the Association for Public Health Laboratories (APHL) and participate in all trainers meetings, both online and in person and will be expected to serve on APHL committees for workforce development. The Program Specialist 1 will be required to participate in other Laboratory Outreach activities such as the student outreach program, outreach to clinical laboratories and grant development and management.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

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 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:
PSTLABS@doh.nj.gov
- Mail the required documents to:
**Chova Joyner, Secretarial Assistant 3, NS
Public Health and Environmental Laboratories
Reference Posting #425-20
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