



# VACANCY ANNOUNCEMENT

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

|  |                                  |                                 |   |
|--|----------------------------------|---------------------------------|---|
| Title<br><b>Administrative Analyst 4<br/>[Classified Competitive]</b>                      |                                  |                                 | Salary<br><b>R29 \$78,796.60 - \$112,372.72</b>                         |
| Posting Number<br><b>428-20</b>  | Position Number<br><b>948995</b> | Number of Positions<br><b>1</b> | Posting Period *<br>From: <b>01/04/2021</b> To: <b>01/18/2021</b>       |
| Location:<br><b>Hospital Finance and Charity Care, Health System, Department of Health</b> |                                  |                                 | Scope of Eligibility/Open to:<br><b>All Departments/State Employees</b> |

## GENERAL DESCRIPTION

Responsible for supervising the review and performance of a variety of charity care programmatic functions to include study and development of processes for work flow efficiency, tools and resources, and report generation to project regulatory, policy and program revisions and improve office function. Research current and proposed legislation for impact on program policy and procedures, hospital programs, program applicants, patients, and constituents. Working with the Director, develop and revise charity care regulations, polices and procedures based on changing health care environment and new legislation. Manage regulation promulgation, including drafting of proposed regulations and responding to public comments through the regulatory adoption process.

Research and update knowledge base of changing health care environment across all government medical assistance programs at the state and federal level, beyond the charity care program. Distill health care landscape research, prepare educational materials and train program staff with updated information regarding other government programs. Train program staff to direct charity care applicants to other, more comprehensive, medical assistance programs for which applicants are potentially eligible and will be more beneficial to them and their families.

Train and supervise charity care program staff responses to a high volume of telephone, email and letter inquires from English-speaking and Spanish-speaking patients. Supervise maintenance of contact records and responses to ensure consistent policy administration across all hospitals in the state. Train and supervise charity care program staff in financial assessment skills for review and analysis of patient applications including documentation such as tax returns, business financial statements, bank statements, income reports, pay stubs, expense reports, and unusual financial activities. Research and assess industry customer service techniques and include in training development. Advocate to resolve patient billing disputes for uncovered services and provide appropriate information to the patient regarding the charity care program. Manage performance and development of charity care program staff.

Liaison to the hospital industry to provide correct interpretation of regulations in accordance with N.J.A.C. 10:52-11 and monitor all of New Jersey's general acute care hospitals for regulatory compliance so the charity care program is implemented consistently and fairly all hospitals in the state. Ensure that application criteria used by hospitals is consistent with legislative and regulatory mandates. Develop and maintain broad-based notification system to share with internal and external partners relevant/recent changes to laws, rules and policies.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EXPERIENCE:**Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**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 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:  
**PSTOC@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist**  
**Management and Administration**  
**Reference Posting #428-20**  
**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