



VACANCY ANNOUNCEMENT

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

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| Title SUPERVISING ADMINISTRATIVE ANALYST [Classified Competitive] | | | Salary &32 \$96,099.57- \$137,348.82 |
| Posting Number 439-23 | Position Number 951155 | Number of Positions 1 | Posting Period * From: 05/30/2023 To: 06/13/2023 |
| Location: Health Facility Survey & Field Operations 120 So. Stockton Street Trenton, New Jersey 08625 | | | Scope of Eligibility/Open to: Department of Health Employees |

GENERAL DESCRIPTION

Under the general direction of the Director of Surveys, independently liaisons with Department's Health Information Technology (HIT) staff and staff at the federal Centers for Medicare and Medicaid Services (CMS) regarding survey database operations and maintenance and manages staff who perform data cleaning and troubleshooting and produce reports for management and annual budgets.

This position also works with HIT staff to design new or ad hoc reports and to integrate survey operations into MS Dynamics as the replacement database for the federal database. Oversees staff who respond to requests for data, surveys, or other Open Public Record Act information. Manages updates to policies and procedures and ensures staff have access to most recent version. Reviews, summarizes, and provides history or context for survey workload, hours, and salary for CMS and Department management. Identifies problems, develops options and resolves after consulting stakeholders.

This position will disseminate survey information timely while preserving privacy and security of individual health data. Supervises unit that responds to Minimum Data Set (MDS) technical questions, requests for classes from certified medication aide schools, and questions about recertification of medication aides.

Furthermore this position is responsible for the work of three units: 1) Fiscal Services - supports all purchases, revenue, requests for proposal and memoranda of agreement for the divisions that license, survey and enforce regulations for health care facilities statewide; 2) Information Dissemination - responds to requests for information, surveys, classes to train medication aides and website posting and 3) information technology - supports staff using the databases and reporting platforms by troubleshooting, providing updated guidance and being the liaison between the Department's Health Information Technology staff and the Health Facility Survey and Field Operations.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Five (5) years of experience in 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 business or government agency, two (2) years of which shall have been in a supervisory capacity.

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, Economics, Finance, Accounting, or Business Administration may be substituted for one (1) year of indicated nonsupervisory 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:
PSTHFEL@doh.nj.gov
- Mail the required documents to:
**Rebecca Pietromonico, Senior Management Assistant
Health Facilities Evaluation and Licensing**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *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 , or call CSC at (833) 691-0404.*