



VACANCY ANNOUNCEMENT

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

Title Supervisor General and Support Services [Classified Competitive]			Salary \$30 \$87,578.62 - \$124,980.46
Posting Number 444-23	Position Number 052910	Number of Positions 1	Posting Period * From: 07/14/2023 To: 07/28/2023
Location: Ancora Psychiatric Hospital 301 Spring Garden Road Ancora NJ 08037			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Associate Hospital Administrator (Operations) ensures the physical plant is in continued compliance with all legal, regulatory and accreditation standards, rules, laws and regulations. (ie. Joint Commission on Accreditation of Healthcare Organizations(JCAHO). Centers for Medicare and Medicaid Services, National Fire Codes, Building Officials & Code Administrators (BOCA), Uniform Construction Codes, Occupational Safety & Health Administration (OSHA), Public Employees Occupational Safety & Health (PEOSHA), NJ Dept of Environmental Protection (DEP/EPA).</p>			
A COVER LETTER, RESUME AND COMPLETED APPLICATION IS REQUIRED. SEE INSTRUCTION BELOW.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Four (4) years of experience in work involving the review, analysis, and evaluation of budget, organization, administrative practices, and the recommendation of improved operating methods in a large business or government agency, one (1) year of which shall have been in a supervisory capacity.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>NOTE: A Master's degree in Accounting, Business Administration, Public Administration, or other related fields may be substituted for one (1) year of nonsupervisory experience.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PST.APH@doh.nj.gov • Mail the required documents to: Nancy Bill, Manager 2, Human Resources Ancora Psychiatric Hospital Reference Posting #444-23 New Jersey Department of Health 301 Spring Garden Road Hammonton, NJ 08037 			
		<p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf 	<p>* Responses received after the closing date MAY be considered if the position is not filled.</p>

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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.*
 - **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.*