



VACANCY ANNOUNCEMENT

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

Title PHW-Administrative Analyst 3 [Unclassified]		Salary P26 \$71,408.73 - \$101,588.61	
Posting Number A69-22	Position Number 953234	Number of Positions 1	Posting Period * From: 01/13/2022 To: 02/13/2022
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness (PHILEP), Office of Disaster Resilience (ODR) 55 N Willow Street, Trenton, NJ 08625		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>The Grants Administration Bureau, Office of Disaster Resilience is seeking a motivated individual to assist the Principal Investigator of federal grants for public health and emergency preparedness, response, and recovery. Support the Bureau Chief in application for, oversight, coordination and monitoring of, and reporting on federal specialty grants (e.g. COVID-19, Zika, Ebola, Opioid Response, etc.). This position will act as project manager, coordinator, primary communicator and liaison between federal partners/grantors and department subject matter experts/project leads, which may include partners from other government agencies, non-profit entities, and associations.</p> <p>Prepare programmatic documents related to and including grant applications, internal project status tracking, federal progress and metrics reporting and engages in project coordination, oversight, management, communications, and budgeting. Work in close partnership with the Office of Disaster Resilience staff as well as Office of Fiscal Administration personnel, who prepare the corresponding budgetary grant elements. This position will also oversee deliverables, outputs, and outcomes. May serve as principal point of contact to initiate and respond to correspondence. This position will ensure that funds are allocated and used appropriately, proportionately, and timely according to federal grant criteria in addition to working to fully utilize federal funds received during the identified time period. Must be detail-oriented, able to multi-task, be pro-active, well organized with excellent time management skills, and able to work independently but also as part of a team. Excellent writing and communication skills and possession of a comfort with numbers are highly desired. Personable and able to work with a variety of staff levels and personalities is essential. Follow-through on assignments is critical.</p> <p>** Preference will be given to candidates that possess a background in public administration, policy, or finance as well as skills in analysis, evaluation, budgeting, administration and planning. Prior grant management experience appreciated.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Three (3) 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.</p> <p>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.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated 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 essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			

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

- Forward the required documents electronically to:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
Denay Pressley, Executive Assistant 3
Public Health and Environmental Laboratories
Reference Posting #A69-22
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369

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.*