



# VACANCY ANNOUNCEMENT

The Department of Health received various Civil Service Commission decisions approving interim appointments for Unclassified Service positions within the Department of Health. The interim appointments under various grants have been established and may remain funded through December 30, 2027.

Title <b>Program Specialist 3 [Unclassified]</b>			Salary <b>R26 \$72,836.90 - \$103,620.41</b>
Posting Number <b>A79-23</b>	Position Number <b>920559</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/23/2023</b> To: <b>04/24/2023</b>
Location: <b>Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Local Public Health, 5th Floor 55 North Willow Street, Trenton, NJ 08625-036</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the supervision of a Program Specialist 4 or other supervisory official, this position will develop, plan, and coordinate the public health licensing program activities as specified in N.J.A.C. 8:7 (Licensure of Persons for Public Health Professionals) and N.J.A.C. 8:52 (Public Health Practice Standards of Performance for Local Boards of Health in NJ) for the Licensing and Compliance Unit. Conducts an in-depth analysis of the Public Health Licensure examination and application activities, processes/operating systems, relevant administrative codes, and prepares a report with findings, recommendations aimed at revising, and updating the program. Determines the methods, monitoring, and tracking of a new on-line database system for application reviews and examination outcomes to determine gaps in compliance, training, policies and procedures, and conducts surveys or other studies to help identify program needs. Supervises and reviews new examination and renewal applications and authorization of licensure. Develops and maintains standard operating procedures and job aids for the program. Works closely and collaborates with the NJ Public Health Licensing and Examination Board to comply with relevant administrative codes.</p> <p>Establishes partnerships with higher education institutions or other public health organizations to review and develop new Public Health Professional Licensure Examinations. Consults with licensed public health professionals to ensure new licensees have the sufficient skills, competencies, and resources to serve populations at-risk of and affected by COVID-19 and other infectious diseases. Supervises staff in the collection, compilation, and statistical analysis of licensing examinations and applications. Prepares charts, tables, and other graphic representations needed for the planning, operation, and implementation of the public licensing program activities. Provides technical assistance, instruction, and guidance to OLPH staff, internal partners, educational programs, local public health officials, and others. Works closely with Office of Local Public Health (OLPH) supervisors and subject matter experts in Public Health Infrastructure, Laboratories and Emergency Preparedness (PHILEP), Public Health Services, Integrated Health Services Branch, and external partners to ensure collaboration, communication, and coordination with local health departments.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.</p> <p><b>NOTE:</b> A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employeemobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTPHILEP@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Denay Pressley, Executive Assistant 3 Public Health Infrastructure Lab. &amp; Emerg. Prepare</b></li> </ul> <p style="text-align: right;"><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul>			

**Reference Posting #A79-23  
New Jersey Department of Health  
(Select PO Box / Address)  
(Select Appropriate City / Zip Code)**

*\* 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.*
- **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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*