



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 Program Specialist 4 [Unclassified]			Salary \$29 \$83,619.58 - \$119,250.94
Posting Number A722-22	Position Number 929408	Number of Positions 1	Posting Period * From: 01/03/2023 To: 02/03/2023
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Local Public Health, 5th Floor 55 North Willow Street, Trenton, NJ 08625-0360			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Office of Local Public Health (OLPH) Program Manager, directs and supervises the OLPH Licensing and Compliance (L & C) Unit, which provides oversight, guidance, and enforcement for local public health operations specified in N.J.A.C. 8:52 (Public Health Standards of Performance for Local Boards of Health in New Jersey) and N.J.A.C. 8:7 (Licensure of Persons for Public Health Professionals. The L & C Unit includes the Public Health Examinations and Licensure, and Local Public Health Audit & Compliance Programs. Leads in the development and implementation of policies, procedures, and guidance for L & C internal operations and logistics for all programmatic areas such as the local public health infrastructure, public health licensing and continuing education credits for public health professionals, local health department (LHD) capacity audits & quality improvement, local health department complaints & investigations, and confidential investigations of Health Officers to comply with COVID-19 related policies, activities and public health standards and mandates. Conducts on-going assessments, reviews, and appraisals of current L & C administrative procedures, operating systems, policies, organization, performance, and prepares recommendations for changes and/or revisions therein as required by program needs and state/federal mandates. Ensures LHDs and programs comply with statutory and regulatory requirements, public health core competencies, standard measures and outcomes, and promote data to drive quality improvement and strategic planning for local health operations. Directs the collection, analysis, and reporting of data used to evaluate public health programs, licensed public health workforce and workforce competencies. Assists with the development, implementation, and dissemination of the Local Health Report Surveys. Provides assignments, instructions, trainings, and supervision to program staff. Prepares and directs preparation of clear, sound, accurate, and informative statistical and other reports containing findings, analyses, conclusions, and recommendations. Works closely with OLPH supervisors and PHILEP managers to evaluate, update, and integrate data applications to ensure efficiency and transparency with reporting of local public health data. Works with leaders in PHILEP, Public Health Services Branch, Integrated Health Services Branch and external partners to ensure collaboration, communication, and coordination with local health departments.</p>			
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 planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.</p> <p>NOTE: 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 non-supervisory experience.</p> <p>LICENSE: Appointees 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			

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 Infrastructure Lab. & Emerg. Prepare
Reference Posting #722-22
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.***