



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.

Title Senior Management Assistant [Unclassified]			Salary P21 \$54,684.00 - \$77,418.81
Posting Number E284-20	Position Number TBD	Number of Positions 1	Posting Period * From: 09/22/2020 To: 12/22/2020
Location: Division of Epidemiology, Environmental & Occupational Health Office of Assistant Commissioner 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
Under direction of the a manager or supervisory official this positon will provide primary administrative support services, including providing benefits, leaves, pension, and salary information and assistance to staff; processing new hire packets, onboarding detail, PAR assignments, and maintaining personnel records. Provide PMIS information; distribute HR related information to staff; serve as primary eCats coordinator including inquiries and timesheet collection from staff. This position provides assignment, instruction and guidance to staff and may take the lead on various administrative projects related to the CDC COVID award portfolio. Additionally, this position will: assist in planning and implementing administrative improvements; reads, researches and routs correspondence; drafts letters, memos and other documents for the review and approval of management; prepares clear technically sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations; maintains essential records, reports, and files.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.			
NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.			
EXPERIENCE: Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures			
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.			
IMPORTANT FILING INSTRUCTIONS			
If interested in this position, you can reply in one of two ways:			
<ul style="list-style-type: none"> Forward the required documents electronically to: PSTEEOH@doh.nj.gov Mail the required documents to: Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #E284-20 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 		Required documents: <ul style="list-style-type: none"> 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.			

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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.*